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Brief description of full range of activities of extension division, including its general administration, correspondence study, extension center day class program, credit classes, informal instructional services, and the following information about curricular departments and related bureaus, service bureaus, and administrative services: What each is, what it does, whom it serves, how it operates, and who staffs it.

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JULY 1958

report to the people

Issued by
University Extension Division
The University of Wisconsin

ED000234

BRINGING UNIVERSITY LEARNING TO YOU

Your Business... Your Schools... Your Organizations... Your Community...

THE UNIVERSITY OF WISCONSIN EXTENSION DIVISION

OFFERS

- **CORRESPONDENCE STUDY**

  You can choose from more than 400 courses—high school, college, technical, cultural. Personalized instruction is carried on by mail and in small groups.

- **EXTENSION CENTERS**

  In eight Wisconsin cities you can take a regular freshman-sophomore program—Green Bay, Kenosha, Manitowoc, Marinette, Menasha, Racine, Sheboygan, and Wausau.

- **OFF-CAMPUS CLASSES**

  If you can't come to the campus, the campus will come to your town—with night courses for University credit or informal seminars on a wide range of subjects.

- **STAGE, SCREEN, RADIO, TELEVISION, PRESS, BOOKLETS**

  Through all the means of mass communication, you and the Extension Division can join hands in learning for living.

- **TECHNICAL AND PROFESSIONAL INSTITUTES**

  Whatever your job and whatever your interests, special conferences and short courses are set up for you and your group.

- **SPECIAL SERVICES**

  "Package libraries," program-planning aids, lectures, concerts, community counseling, professional consultation—for these and many other useful services, the University is as close as your mailbox or telephone.

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INTRODUCTION

Today the American people and their educational system face their greatest challenge and their greatest opportunity, so vast is the increasing need for more and better knowledge at all levels for more people.

So reports President Dwight D. Eisenhower's Committee on Education Beyond the High School.

Only by prompt action, the Committee writes, on local and state levels by responsible educators and lay citizens, tallying up present educational resources and educational needs, formulating goals, and moving to meet those goals can we "meet this critical situation in time."

Recognizing its key role in the State of Wisconsin as a unique instrument for public education, the University of Wisconsin Extension Division issues this Report as its contribution to present stock-taking and future planning.

A Glance Backward

Now is an appropriate time in which to do a bit of University Extension stock-taking. The Division has just entered its second half-century of service to Wisconsin. It was in 1906-1907 that Wisconsin pioneered, worldwide, in University outreach by establishing the University of Wisconsin Extension Division. The story of the origins, birth, and growth of the Division we have told in some detail in an anniversary publication titled University Extension in Wisconsin—The 50-Year Story of the Wisconsin Idea in Education.

A Report on Today

This Report is an estimate of the situation in which we of University Extension find ourselves today—a brief description of the activities which have been said to be "of direct service to the people of the state, designed to keep the University in close contact with citizens in all the counties, profoundly influencing the lives of people through health, education, business, industry, culture, and governmental relations."

In short, here is an index to the current level of adult education and public service activities in Wisconsin on the part of University Extension.

A Look Ahead

In the Report itself there is no "crystal-gazing." Hence, in this brief introduction, let us take a quick look at future needs and future opportunities in University Extension.

The evidence is very clear that both the need and the demand for adult education and public service programs on the part of University Extension are destined to rise markedly in the years immediately ahead—indeed, in the days virtually at hand.

There are at least three factors operating today to make this heightened need virtually explosive in its nature. We summarize these factors alliteratively as:

Satellites—citizenship—and statistics.

Living in the Age of Space

The appearance of man-made "moons" over our very heads has served to dramatize in no uncertain way the ultimate arrival of the age of science. Whether this age of science is to be an age of peace and

plenty depends to a striking degree on the extent to which citizens of all ages and from all walks of life adapt themselves, their families, their organizations, their communities, and their government to the problems, responsibilities, and opportunities inherent in a technological world. A working understanding of the wise uses and the essential needs of modern science in all their implications has become imperative for every citizen if he is to acquit himself as a wage-earner, student, parent, and voter.

If Wisconsin scientific talent is to be discovered and conserved, if the revelations of our laboratories and libraries are to be quickly and soundly harnessed by society, if Wisconsin basic research is to enjoy necessary support, if we are to contradict the fears that feed on limited understanding, and if technical assistance and technical instruction of high quality are to be widespread, then it is incumbent upon the University of Wisconsin to make the "Wisconsin Idea" increasingly meaningful. We must provide increasingly effective direct educational services to the people of the state in a special field of academic endeavor in which the campus is already outstanding as a center of productive scholarship and in which the state has, now more than ever before, a vital concern: the field of science.

To the extent that the very survival of the free world hinges on widespread understanding and nourishing of science, improved extension services in the field of science are a "must" in the days ahead. By no means do we imply, of course, that in any emphasis on science extension we should de-emphasize other fields.

Any emphasis on science extension must always be balanced by continued concentration on the extension of those disciplines calculated to heighten man's understanding and appreciation of himself, his fellows, his surroundings, and his destiny.

University Extension pledges itself, also, to the cultivation of the ability of all kinds of people to live together and work together in the same world at peace—to the fostering of fruitful human relationships. It may well be that our most tremendous task is not the intensifying of technological understandings but the building of that calm and confident relationship between and among human beings which our cultures so sorely need.

The Challenge of Citizenship Education

Never in the history of man has a mass electorate been called upon to make so many fateful decisions, so frequently, in so many areas of human enterprise, as has the American electorate today. Freedom today, as always, can never thrive in ignorance. America's citizenry cannot be both self-satisfied and strong. Citizenship education—in the broadest sense—for all ages and classes, in municipal halls and in country crossroads, is a challenge which the University may neglect only at real peril to our very way of life.

If we are to have and maintain a society in which every citizen is called upon to have opinions and vote on matters of local, national, and international importance, and if we are to continue to live in a world so interrelated as to regulate the standard at which we can live, then agencies must exist which seek to develop as great an understanding of the nature and problems of democratic citizenship, broadly conceived, as possible.

Vital Statistics

We're growing older. In 1940 just half of the people in Wisconsin were over 30 years of age. By 1960 a much greater percentage of our population will exceed this age level. This trend toward a Wisconsin population made up increasingly of older people is bound to accelerate, and this means that an increasing number of Wisconsin citizens will be in the adult education "bracket."

Moreover, as the number of high school and college alumni among Wisconsin citizens continues to expand, there will be a sharp increase in the number who need adult education at the college and post-

college levels–continuing education of a quality which only colleges and universities can provide.

Nor is it irrelevant to point out that the majority of Wisconsin citizens are now living–not in the open country–but in urban areas, out of reach of many federally supported adult education activities. Their continuing education is primarily a local and state responsibility.

Summing It Up

Satellites–citizenship–statistics. These three factors are among those we see operating to increase markedly the need for Wisconsin programs of continuing education. Where will the people of Wisconsin turn for continuing education in the days ahead?

Fortunately they can turn to many agencies–public and private, federal, state, and local. Particularly will they turn to their University–an institution with resources, tradition, Legislative commission, and experience in energizing a wide range of adult education and public service activities throughout Wisconsin. Your University Extension Division welcomes this challenge.

THE UNIVERSITY EXTENSION DIVISION AS A WHOLE

WHAT IT IS

- The first organization of its kind in the country and the one to which the university world continues to look for "ideas and standards."
- A major means of carrying campus skills and resources over the state.
- The famous "Wisconsin Idea" in action–taking University educational services out to the people of Wisconsin.
- The division of the University that gives reality to the slogan: "the boundaries of the campus are the boundaries of the state."
- The staff used by the University and the state to discover the educational needs of Wisconsin citizens, to interpret those needs to the University and other educational agencies, and to translate those needs into action programs in all parts of the state.
- The unit that seeks to make the University an integral and dynamic part of the life of the state–one that is pledged to the principles of statewide public service, equality of educational opportunity, and lifelong learning.

WHAT IT DOES

- Direct extension of regular University work–college credit programs on both the undergraduate and graduate levels through: (1) correspondence study, (2) off-campus classes, (3) extension centers, (4) professional institutes.
- Adult education and public service programs through: (1) correspondence study; (2) off-campus classes; (3) conferences, institutes, and short courses; (4) lectures and concerts; (5) leadership training and consulting services in a wide variety of fields for individuals, groups, businesses, and communities; (6) publications, films, radio, and TV.
- Cooperative educational services such as: (1) for schools–locally-directed correspondence study programs, film distribution, assembly programs, faculty in-service-training courses; (2) for libraries and discussion groups–"package libraries," group study correspondence courses, and program-planning services; (3) for Schools of Vocational and Adult Education–related training correspondence courses and off-campus classes; (4) for State Colleges–classes and concerts; (5) for state agencies–consulting services and in-service-training programs; (6) for labor and management–correspondence courses and leadership training seminars; (7) for fine arts organizations–consulting services, off-campus classes, and educational materials; (8) for the University–duplicating services, films, photographic services, lecture-concert bookings, and integrated correspondence courses; (9) for federal agencies–correspondence study and class programs, and special adult education activities; (10) for Wisconsin communities–centers, directed-study correspondence courses, development counseling, leadership training.

WHOM IT SERVES

- 115,000 correspondence study students annually.
  UW–9,000
  USAFI–106,000

WISCONSIN EXTENSION DIVISION

QUOTABLE QUOTES about EXTENSION

In University Extension, Wisconsin is among the best....The University of Wisconsin and the people of the state have reason to be proud of their record in extension services and in extension leadership. Other extension divisions look to Wisconsin for ideas and standards.--BALDWIN M. WOODS.

The University of Wisconsin has taught the university world that the university of the people has the responsibility for taking the university--the professors, the books, the skills, the findings of research, the interpretations, the insights, the forums, and the publications--to the people, of making all the resources of the university available beyond the college walls.--FRANK GRAHAM.

No state university over the past period of 50 years has attracted more attention for its statewide and nationwide educational endeavors than the University of Wisconsin.--WHAT THE COLLEGES ARE DOING.

The University of Wisconsin has long emphasized its programs of direct service to the people of the state, programs of constructive investigation and direct teaching, designed to keep the University in close contact with the citizens of all the counties....In many ways they profoundly influence the lives of people through health, business, industry, and governmental relations.--CHARLES E. McALLISTER.

- 13,500 off-campus class students annually.
  Special (noncredit) classes–11,200
  Credit classes–2,300
- 28,000 institute participants annually.
  Extension Institutes–12,200
  Co-sponsored Institutes–15,800
- 1,700 extension center students annually.
- 715 Wisconsin communities reached by special services.

HOW IT OPERATES

- **Through 4 core programs:** Correspondence Study, Freshman-Sophomore Center Programs, Credit Classes, and Informal Instructional Services.
- **Through 25 academic departments and related professional bureaus:** Art Education, Biological Sciences, Chemistry, Commerce (and Management Institute), Economics-Sociology-Anthropology (and Bureau of Economics and Sociology), Education, Engineering (and Engineering Institutes), English, French-Italian, Geography, German (and German Service Bureau), History, Journalism, Law, Library Methods, Mathematics, Music, Nursing, Pharmacy, Physical Education, Political Science (and Bureau of Government), Psychology (and Bureau of Industrial Psychology), Social Work, Spanish-Portuguese, Speech.
- **Through 7 educational service bureaus:** Information and Program Services, Lectures and Concerts, Photographic Laboratory, Ausio-Visual Instruction, Wisconsin Idea Theatre, Community Development, School for Workers.
- **Through field services:** an Office of Field Services at Madison, 10 field offices in population centers of the state, and a Coordinator of Extension Services in Milwaukee.
- **Through 6 administrative service departments:** Business Office, Editorial and Communications Services, Library, Auxiliary Services, Duplicating Services, Book Stores.

WHO STAFFS IT

- 222 full-time (equivalent) faculty members
- 156 civil service personnel

WHAT IT COSTS (1958-59 BUDGET)

- Income: $1,629,262
- State Appropriation: $962,972
- Percent of Self-Support: 62.8

GENERAL ADMINISTRATION

WHAT IT IS

- The director of the Extension Division is the chief administrator of one of the 10 major subdivisions of the University.
- Wisconsin was the first institution in the country to designate an extension division director, and this office continues today to pioneer the philosophy that a public institution must seek continuously to make its specialized resources and skills available to the people in their everyday living and learning.

WHAT IT DOES

- Supervises and coordinates the work of the 4 core programs, 25 academic departments and related professional bureaus, 7 educational service bureaus, 6 administrative service departments, and the field staff.
- Serves on the University administrative committee and other University bodies.
- Represents the Division and the University on local, state, and national boards.

HOW IT OPERATES

- Cooperates with most University colleges, schools, and departments at both Madison and Milwaukee, so that Extension programs will be rooted in the basic teaching and research of the campus.
- Cooperates with a wide range of public and private agencies in the state so that programs will supply the genuine needs and desires of Wisconsin citizens in the most practical way possible.

WHO STAFFS IT

- 1 full-time (equivalent) faculty member
- An administrative committee composed of principal program directors and administrative assistants
- 2 civil service personnel

CORRESPONDENCE STUDY

WHAT IT IS

- The Correspondence Study Program offers educational opportunities to persons who cannot obtain adequate educational opportunities in their home communities and who cannot travel to the University campus to obtain them. The correspondence method is essentially personal tutoring carried on by mail. Correspondence courses are designed and offered at three levels: high school; University; and adult, technical, and professional.

WHAT IT DOES

- Offers nearly 450 courses in nearly 150 areas of learning.
- Enrolls thousands of new students annually.
- Teaches over 12,000 active students annually.
- Gives personal instruction on over 80,000 written assignments.
- Develops and produces new courses.
- Revises courses regularly.
- Produces a Bulletin of Correspondence Study Courses periodically and a new Bulletin on Freshman-Sophomore Course Sequences in Correspondence Study.
- Develops and produces literature reflecting the work and nature of the Correspondence Study program.
- Cooperates with the Foreign Service Institute of the U.S. Department of State in the administration and teaching of a new correspondence training program for foreign service officers through a new course, Immigration Law and Visa Operations, produced in fiscal 1957-58.
- Contracts with the United States Armed Forces Institute for the development and production of correspondence courses for USAFI:
  Develops and produces course components (new and completely revised and rewritten).
  Reprints course components previously developed.
- Contracts with USAFI for the teaching of over 200 USAFI correspondence courses on the high school and university level.
- Provides individual instruction on over 300,000 USAFI assignments annually.
- Has developed and produced 12 TV kinescopes in American government, linked to the basic UW correspondence course in Political Science 7a and to the USAFI course MC 475. The Department of Defense purchased copies of these films for use in military establishments throughout the world.
- Continues presentation of TV-correspondence study courses over commercial TV channels in the state.
- Continues study of the special uses of correspondence study in adapting instruction to the needs of exceptional student, especially the superior and gifted. Cooperated with College of Engineering and School of Education in establishment of Guidance Center for Gifted Children.
- Continues development and expansion of group correspondence learning method. (Initiated special study of this method to be carried out by grant in 1957-58 and 1958-59.)
- Carries out research projects designed to promote improvement of the Correspondence Study program.

- Cooperates with School of Education in carrying out special research projects.
- Continues experimentation with correspondence study guides written in Spanish for students in South America. Revised proposals for establishment of correspondence study program at Central University in Venezuela.
- Provides professional and technical assistance to many visitors from other states and foreign countries.
- Contracts with various organizations such as the Veterans Administration for development of special training techniques. Special program for disabled veterans (1957-59) is now underway.
- Continues special services to inmates of Wisconsin prisons, apprentices, and other industrial groups.
- Offers annually, through the Bureau of High School Courses, a summer session for Madison High Schools.

WHOM IT SERVES

- University credit students.
- Adults.
- High school students, in high schools.
- Madison high school summer session students.
- Special services students.
- Residents of state, nonresidents, and foreigners.

HOW IT OPERATES

- Through correspondence study:
  - Regular
  - Group study
  - TV-correspondence study.
- Through consulting services.
- Through cooperation with University departments, state and federal agencies, professional associations, educational foundations, industry, business.
- Through publications, addresses, lectures, conferences.
- Through membership on working committees.

WHO STAFFS IT

- 12 full-time faculty members
- Nearly 500 part-time faculty members (including fee instructors)
- 17 full-time civil service staff
- 23 part-time civil service staff

EXTENSION CENTER DAY CLASS PROGRAM

WHAT IT IS

- Instituted 24 years ago, the Extension Center System of the University of Wisconsin is designed primarily to offer freshman and sophomore instruction for university credit in population centers of the state where adequate college opportunities are not close at hand – Green Bay, Kenosha, Manitowoc, Marinette, Menasha, Racine, Sheboygan, and Wausau. The Centers are an integral part of the total higher educational pattern of the state, and represent a direct extension of the core instructional program of the University beyond the geographic limits of the Madison campus in order to help equalize educational opportunities in Wisconsin. The Centers are not simply 8, separate, 2-year colleges. They are a compact system, closely knit together in terms of the way they are administered and staffed; and closely integrated with the Madison campus in terms of the way their standards are prescribed and maintained.

WHAT IT DOES

- Provides one-and two-year University programs for qualified students who might not otherwise be able to begin their college education.
- Helps equalize the opportunity for beginning university or college work throughout the state.

WHOM IT SERVES

- Increasing numbers of young men and women, including returning veterans, beginning their University education.
- Adults enrolled as special students.

HOW IT OPERATES

- By freshman and sophomore University credit classes.
- By lectures and musical programs by resident faculty and Center staff.
- By educational counseling and guidance.
- By extracurricular activities and projects.

WHO STAFFS IT

- 87 faculty members, teaching under the supervision of Extension Division and resident subject-matter departmental chairmen
- 22 civil service personnel

CREDIT CLASSES

WHAT IT IS

- The Credit Class Program offered by the University Extension Division makes courses carrying credit toward a University of Wisconsin Bachelor's or Master's degree available throughout the state in locations where the courses are requested by approximately 25 qualified students or more.

WHAT IT DOES

- Provides late afternoon and evening classes for undergraduate and graduate credit to adult students.

WHOM IT SERVES

- Elementary, rural, and high school teachers and administrators.
- Nurses.
- Social workers.
- County agents and high school agricultural teachers.
- Other individuals and groups.

HOW IT OPERATES

- 73 classes are conducted with a total enrollment of nearly 2,000 students. The classes are held in 36 cities and in 31 counties.

WHO STAFFS IT

- 39 selected resident and extension faculty members

INFORMAL INSTRUCTIONAL SERVICES

WHAT IT IS

- The office of Informal Instructional Services is an administrative agency for activities of departments and bureaus in the following programs: Special Classes, Institutes, and Bureau Service Programs.

WHAT IT DOES

- Initiates and coordinates Division-wide programs of Special Classes and Institutes. (See following reports of individual departments and bureaus.) These programs, planned and executed by Field staff and departmental personnel, in cooperation with Informal Instructional Services staff, encompass all instruction offered by the Extension Division throughout the state of Wisconsin on a noncredit basis.

WHO STAFFS IT

- 2 full-time faculty members
- 1 civil service employee

INSTITUTES

WHAT IT IS

- Institutes are usually planned for a period of 2 or more full-time days of concentrated instruction geared to meet the specific needs of professional and functional groups throughout the state. Programs are offered through various Division bureaus and departments, wherein 1 or more staff persons assume responsibility for planning and executing individual programs.

WHAT IT DOES

- Institutes are scheduled in and outside of Madison.
- Many institutes are planned and programmed by Extension Division departments and bureaus, aided in some cases by other agencies; some institutes are offered by other agencies with the support of Extension Division departments and bureaus.

WHOM IT SERVES

- Industrial management personnel.
- Community, civic, and trade associations.
- Music leaders and students throughout the state.
- Engineers, lawyers, nurses, pharmacists, teachers.
- Law enforcement officers, sheriffs, chiefs of police.

- Trade union members.
- Theater leaders and students.
- College teachers, pastors, seminarians.
- General public.

HOW IT OPERATES

- Workshops, conferences, seminars, and institutes concentrate instruction over short periods of time.
- Departments and bureaus provide special instruction, panels, exchange of information and ideas, and communication of skills, using members of their own staffs and specialists from outside agencies.

WHO STAFFS IT

- 14 departments and bureaus (faculty members and civil service personnel) assisted by:
  Specialists from State agencies and industry
  University of Wisconsin resident department personnel
  Club leaders, members of professional groups
  University of Wisconsin–Milwaukee staff members
  Informal Instructional Services staff cooperating

SPECIAL CLASSES

WHAT IT IS

- Special Classes usually meet weekly in late afternoon or evening for a period of 3 to 16 weeks, offering a direct extension of University classes to the state.

WHAT IT DOES

- Presents nearly 400 classes in over 100 Wisconsin towns.

WHOM IT SERVES

- Elementary, rural, high school, and college teachers and administrators.
- Businessmen, community workers, club leaders, civic leaders.
- Professional people: nurses, lawyers, engineers.
- High school students.
- General public.

HOW IT OPERATES

- Noncredit classes, consulting services, workshops, 3-day conferences are held.
- Requests for special classes are made through Extension Division Field staff, department chairmen,

and in some cases outside agencies, e.g., U. S. Air Force.

- Field staff and Center personnel, department chairmen and staff, and members of Informal Instructional Services staff cooperate in providing instruction requested throughout the state by:
  Selecting qualified instructors, textbooks, and audio-visual materials.
  Providing adequate classroom space.
  Designing course content geared to meet the particular needs of given groups.

WHO STAFFS IT

- Classes are planned and produced by:
  23 departments and bureaus (staff members and civil service personnel)
  12 Field representatives (including Center personnel) and their assistants
  Informal Instructional Services staff

- Teaching is done by:
  52 Extension Division staff members (about 38% of total class program)
  102 members of University of Wisconsin resident departments (about 13% of class program)
  3 University of Wisconsin–Milwaukee staff members
  135 specialists (plus Dane County Bar members who lectured at a class) about 48% of class program)

- Agencies cooperating in the presentation of many of the above classes:
  Vocational Schools, Boards of Education, PTA groups
  State agencies, labor unions
  Banks, newspapers, hospitals, clubs, high schools
  U. S. Air Force

DEPARTMENT OF ART EDUCATION

WHAT IT IS

- A department in charge of all Art Education activities in the Division, paralleling the Resident Department.

WHAT IT DOES

- Conducts correspondence study courses, evaluating lessons in 5 specific course offerings, including Creative Design (U.W.) and Freehand Drawing (USAFI).
- Initiates periodic revision of correspondence courses.
- Initiates preparation of new U. W. correspondence courses.
- Conducts credit classes enrolling over 200 students.
- Conducts noncredit classes in a wide range of subjects, enrolling nearly 600 students.
- Co-sponsors (with Agricultural Extension Service) 12 town and country art workshops enrolling over 1,400 participants.
- Department chairman serves as chairman of Extension Arts committee which has accomplished two major projects:

  Establishing of The Wisconsin Arts Foundation and Council.

  Launching of a new national publication entitled Arts in Society, the first edition published in January, 1958. The chairman serves as Associate Editor of this publication.
- Department chairman is a member of NUEA arts committee.
- Participates in radio and TV programs for the Division.

WHOM IT SERVES

- Extension Center students.
- Teachers in the state–credit classes.
- Correspondence students.
- Individual amateur artists and communities.
- Children, age 6-16.

HOW IT OPERATES

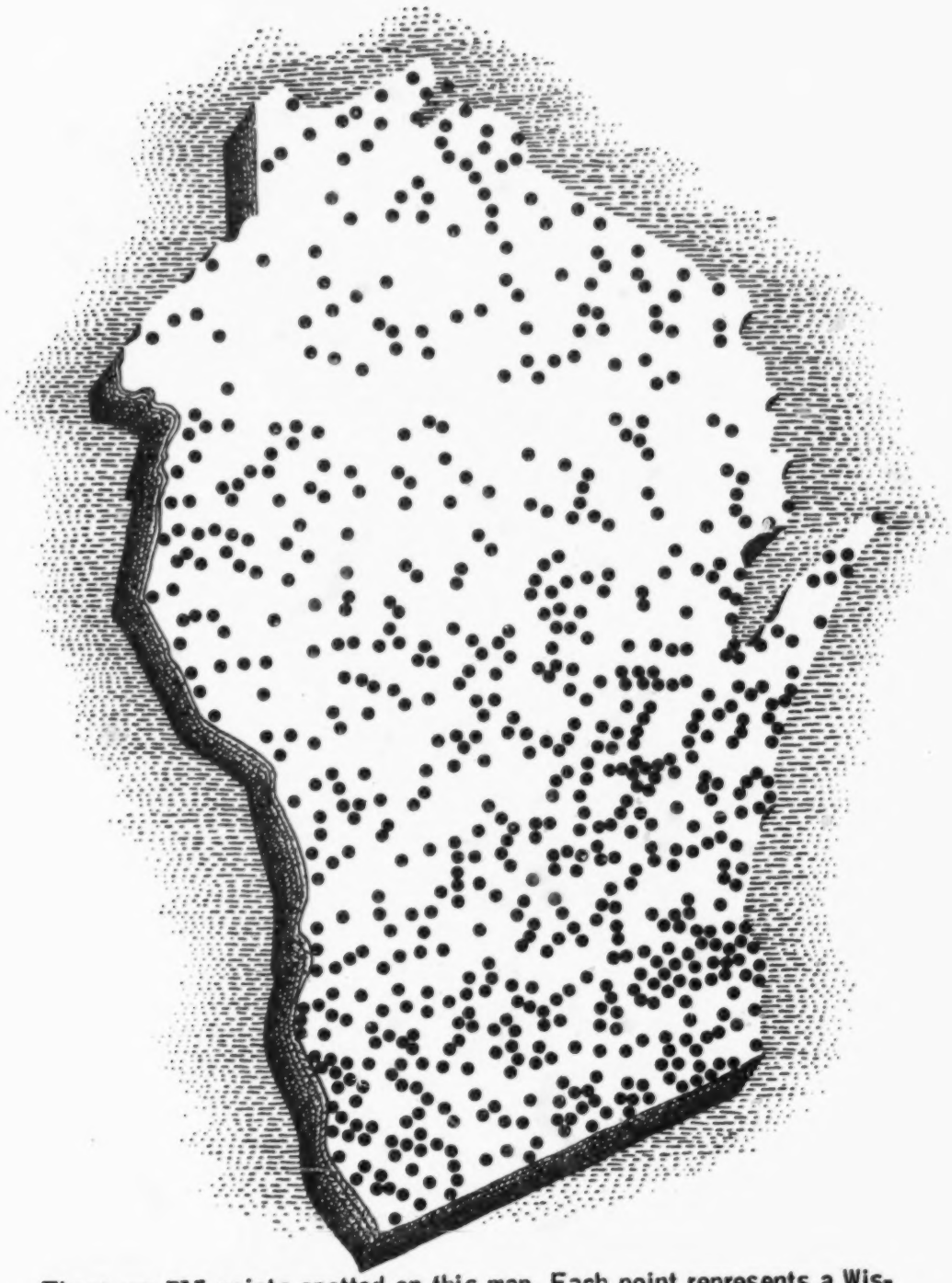
- By reliance on the following human and program resources:

  Residence staff members

  Public school teachers

  Correspondence

  Conferences



There are 715 points spotted on this map. Each point represents a Wisconsin community served by one or more general Extension services.

Centers

Field Staff

WHO STAFFS IT

- 1 full-time faculty member
- 4 fee graders
- Part-time appointees (U.W. resident staff members, professional artists, public school teachers, amateur artists, graduate students)
- 1 part-time civil service secretary

DEPARTMENT OF BOTANY AND ZOOLOGY

WHAT IT IS

- An academic Department of Biological Sciences.

WHAT IT DOES

- In Freshman-Sophomore Centers
  Offers courses in Botany and Zoology.
- In Credit Classes
  Offers courses in Botany and Zoology, enrolling nearly 150 students annually.
- In Correspondence Study
  Offers a course in Elementary Botany (temporarily suspended).

WHOM IT SERVES

- Through Freshman-Sophomore Centers
  Freshman and sophomore students enrolled in the Botany and Zoology courses.
- Through Credit Classes
  Freshman and sophomore students enrolled in the Botany and Zoology courses.
- Through Correspondence Study
  Students unable to attend college on a full-time basis.

HOW IT OPERATES

- In all Freshman-Sophomore Center courses, the instruction consists of lectures, laboratory experimental work, and quiz sessions. At Wausau, Racine, Menasha, and Green Bay, the Department of Botany and Zoology offers Elementary Botany during the first semester and Elementary Zoology during the second semester. The laboratories for the biological courses are fully equipped and the staff makes every effort to keep the courses on a level comparable with that at Madison and Milwaukee.
- Credit courses in Physiology and noncredit courses in Microbiology are offered in collaboration with members of this department in Racine and Green Bay for students enrolled in nurses' training courses. Fully equipped laboratories are available and the work includes lectures and quiz sections.
- Correspondence Study lessons are read, corrected, and graded.

WHO STAFFS IT

- 7 faculty members
- 1 fee-instructor

DEPARTMENT OF CHEMISTRY

WHAT IT IS

- An academic Department of Chemistry, University Extension Division.

WHAT IT DOES

- In Extension Centers

  During the first semester students are taught in one freshman course in 6 Extension Centers. Students are taught in 3 sophomore courses in one Extension Center.

  During the second semester students are taught in the freshman course, in a sophomore course, and in a special noncredit course at the Racine Center.

WHOM IT SERVES

- Through Extension Centers

  The students enrolled in Extension Center courses are, for the most part, freshman and sophomore students who are carrying regular University courses.

HOW IT OPERATES

- In the Extension Centers the classes are taught in 50-minute periods combining quiz, discussion, and lecture methods. The same procedure is used as in other branches of the University. There are no correspondence studies used currently in this Department.

WHO STAFFS IT

- 1 faculty departmental chairman
- 9 faculty members, instructional staff (Centers)
- 2 civil service personnel (one part-time)

DEPARTMENT OF COMMERCE
(and Management Institute)

WHAT IT IS

- A regularly organized instructing department including a special organization, Management Institute, which engages in management education, training, and development through small group seminars, conferences, workshops, and institutes.

WHAT IT DOES

- In Correspondence Study
  - For Extension (annually)
    - Over 50 courses are offered.
    - Over 800 registrations are accepted.
    - Nearly 7,000 assignments are read.
    - Over 300 completions of courses are effected.
    - New courses are developed regularly.
    - Major and minor revisions are made in courses.
  - For USAFI (annually)
    - 50 courses are serviced.
    - Over 50,000 assignments are read.
    - New courses are prepared.
- In Special Classes
  - 18 classes are offered, enrolling nearly 500 students.
  - 13 communities are served.
- In Extension Center Program
  - Over 150 students are taught in 6 Centers.
- In Management Institute
  - Over 100 programs are offered annually.
  - Nearly 6,000 are enrolled annually.
  - Nearly 500 Wisconsin companies participate.
  - Nearly 350 out-of-state companies participate.
  - 96 Wisconsin communities, 17 states, and 1 foreign country are served.
- In Public Information and Relations Activity
  - Fourteen faculty members give talks to civic and professional groups in over 60 communities.
  - Members of the staff hold office in state and national professional organizations related to their work.
  - Faculty members participate in television programs.

WHOM IT SERVES

- Through Correspondence Study
  - Extension – Nearly 2,000 civilian students.
  - USAFI – Unknown numbers of Armed Forces students.

- Through Special Classes
  General, management, and professional groups totaling nearly 500 students.
- Through Center Instruction
  164 sophomore students in 2 courses.
- Through Management Institute
  Nearly 6,000 management people from business and industrial concerns.
- Through Public Information and Relations Activity
  Live audiences.
  Professional organizations.
  Television audiences.

HOW IT OPERATES

- By Correspondence Study
  Writing courses.
  Reading and correcting assignments.
  Group study.
- By Special Classes
  Lectures.
  Class discussions.
  Written work.
- By Center Instruction
  Lecture and Laboratory work.
- By Management Institute
  Small group seminars.
  Conferences.
  Workshops.
  Institutes.
- By Public Information and Relations Activity
  Talks.
  Question and answer periods.
  Organization activity.
  Television studio work.

WHO STAFFS IT

- 15 full-time faculty members
- 42 part-time Correspondence Study teachers
- 6 part-time Center instructors
- 31 part-time lecturers
- 7 civil service personnel

DEPARTMENT OF ECONOMICS, SOCIOLOGY, ANTHROPOLOGY, AND SOCIAL WORK
(and Bureau of Economics and Sociology)

WHAT IT IS

- An academic department engaged in public service, instruction, and research in the fields of Economics, Sociology, Anthropology, and Social Work.

WHAT IT DOES

- In Correspondence Study
  The department carries on instruction of U.W. Extension Division courses and teaches lessons for USAFI. University Extension Division courses are occasionally revised.
- In Extension Centers
  During the first and second semesters, students are taught in 7 Extension Centers.
- In Special Classes
  In special classes (credit and noncredit), students are enrolled in 20 classes.
- In Institutes and Conferences
  Sponsors 4 institutes and conferences with an enrollment of 200 and participates in others.

WHOM IT SERVES

- Through Correspondence Study
  Students enrolled in University Extension Division courses and USAFI courses which the Department services.
- Through Extension Centers
  Enrollment in first and second semester courses combined exceeds 1,200.
- Through Special Classes
  Students enrolled in special credit classes and in special noncredit classes.
- Through Institutes and Conferences
  A variety of special interest and occupational groups.

HOW IT OPERATES

- By Correspondence Study
  In both University Extension courses and USAFI courses the usual lesson service is provided. The University Extension courses at college level carry full University credit, while USAFI courses, in general, do not.
- By Extension Centers
  Extension Center classes are taught in the same format as that used by the other branches of the University.
- By Special Classes
  Special classes may be either credit or noncredit. The credit classes operate as do other University credit classes. The noncredit classes have varying numbers of meetings and use mostly part-time instructors.

- By Institutes and Conferences

  These gatherings are of varying length, size, and duration. No University credit in involved. Pertinent new information is brought to participants by both on-campus and off-campus lecturers and experiences.

WHO STAFFS IT

- 6 full-time faculty members
- 6 part-time faculty members
- Visiting lecturers, on- and off-campus, engaged for instruction, institute, and conference purposes
- 2 civil service personnel
- Lesson service for USAFI is performed by 11 teaching assistants
- Lesson service and course writing for University Extension Department courses is rendered by 1 full-time and 1 part-time staff member and 4 teaching assistants

DEPARTMENT OF EDUCATION

WHAT IT IS

- An academic department of Extension instruction and public service in the field of Education.

WHAT IT DOES

- Arranges programs of interest to school personnel–teachers, supervisors, and administrators–as well as to lay citizen-teacher groups.
- Works with directors of Extension in Wisconsin colleges to avoid overlapping and duplication of offerings.
- Provides formal and informal instruction for school teachers, supervisors, and administrators.

WHOM IT SERVES

- School teachers.
- Supervisors.
- Administrators.
- Interested lay citizens.
- Constituents served are not only Wisconsin residents, but residents of other states as well.

HOW IT OPERATES

- By Credit Classes–courses, comparable to those offered on the University campus, enrolling approximately 800 students

  Two-hour class sessions are held weekly for 16 weeks plus an examination period. When a course is taken for 3 credits, outside work and a paper are required for the third credit. Some 25 classes are offered during each semester of an academic year, all but one for graduate, as well as undergraduate, credit last year. The availability of Education courses is largely dependent on willingness of Madison staff to offer them since the Milwaukee staff may not carry credit class loads for extra compensation and the Department of Education has limited personnel. All instructors offering credit classes in Education are approved by the resident department, and, when courses are offered for graduate credit, are approved by the Graduate faculty.

- By In-Service, Noncredit, Conferences, and Consultation–lectures and discussions on pertinent school problems, school visitation and consideration of improvement proposals, and consultative activities

  This phase has experienced rapid growth recently. Both the Madison staff and UW–M staff members are utilized. Approximately 3,000 persons participate annually in some 60 conference programs which deal with topics related to problems of classroom, school, and community, such as: Legal Problems of Teachers, Guidance and Counselling, Educational Psychology, Public Relations, Teaching of Arithmetic, Vision and Hearing Tests, Audio-Visual Methods and Materials, Speech Problems, and Science Curriculum. Staff members consult with school authorities on such problems as guidance and improvement of instruction.

- By Correspondence Study--courses offered to teachers on an individual basis or through small-group, directed study

  13 undergraduate courses are available to students, for completion of degree requirements or other purposes, as follows: The Child, His Nature and His Needs; Social History of Education; Human Abilities and Learning; Elementary School Curriculum; Methods of Audio-Visual Instruction; Health Information for Teachers; Introduction to Guidance and Personnel Services; Techniques of Guidance and Personnel Services; Introduction to Supervision; The Teaching of English; The Teaching of History and the Social Studies; Speech in the Elementary School; and TheTeaching of Speech in the High School. Courses are prepared by campus staff members, and lessons are corrected by them or under their direction.

WHO STAFFS IT

- 7 faculty members
- Staff members in the Department of Education at both Madison and Milwaukee

DEPARTMENT OF ENGINEERING
(and Engineering Institutes)

WHAT IT IS

- The University Extension Division Department of Engineering is the off-campus arm of the University in most matters pertaining to engineering and technical training at all levels of instruction from high school through undergraduate, graduate, and professional Engineering course offerings.

WHAT IT DOES

- The Department of Engineering conducts activities in each of the University Extension Division core programs: Correspondence Study, USAFI Services, Engineering Institutes, Special Classes, Extension Centers, Credit Classes.
- Departmental personnel regularly serve on a number of Extension and University committees; they maintain active membership in technical and professional societies. A number of technical papers are published each year by faculty members.

WHOM IT SERVES

- Several hundred high school students enrolled each year in correspondence study courses in physics, chemistry, and automotive mechanics.
- Stationary power engineers enrolled in the new series of correspondence study courses on steam power plants.
- Armed Forces personnel served by the Department of Engineering, numbering in the thousands and representing a large variety of fields of specialization.
- Engineering college students across the land enrolled in credit courses to clear deficiencies or to meet prerequisites.
- A large number of persons overseas, American and native born, enrolled in courses designed to improve technical competencies.
- Graduate engineers who desire to broaden and reinforce their college training by selection of high-level correspondence study courses in engineering.
- Extension Center and State College students who receive the benefit of one to two years' formal engineering training in their home communities.
- Adults, interested in a number of technical specialties, who are given the opportunity to broaden their education through evening classes.
- Engineers, scientists, technicians, and executives who regularly participate in the broadening opportunities of our institute program.

HOW IT OPERATES

- Maintains more than 90 correspondence study courses through revision and rewriting as needed.
- Introduces new correspondence study courses in keeping with the needs of the changing times.
- Advises students on course selections.

- Selects competent staff to teach in Extension Centers.
- Prepares course materials and closely supervises Extension Center staff.
- Prepares evening class course outlines and selects teaching staff.
- Organizes timely and coordinated engineering institute programs.
- Prepares and delivers talks and lectures.
- Holds membership in and contributes services to technical and professional engineering societies.

WHO STAFFS IT

- 7 faculty members
- 140 part-time teaching assistants
- 5 civil service personnel

DEPARTMENT OF ENGLISH

WHAT IT IS

- An academic program of English language and literature instruction and public service.

WHAT IT DOES

- In Correspondence Study
  - Regular courses:
    - Lessons are annotated and graded in 40 college credit, high school, and special adult courses.
    - Courses are revised.
    - New courses are written.
  - USAFI courses:
    - Lessons are annotated and graded.
    - New Study Guides are written.
    - New Instructor Course Outlines are written.

- In Extension Centers
  - Students are taught in freshman and sophomore courses.

- In Special Classes (noncredit)
  - Lecture series, Literature of Today, given by members of the resident Department of English in Green Bay.
  - Classes in Racine and Madison (Workshop in Juvenile Writing).

- In Credit Classes
  - Students are taught in freshman and sophomore courses offered in the evenings.

WHOM IT SERVES

- Students taking University-level courses for credit at the University of Wisconsin and at other universities and colleges.
- Students taking high-school level courses for credits at various high schools throughout Wisconsin and the nation.
- Adults taking university, high school, and noncredit courses for general advancement.
- Members of the Armed Forces taking both USAFI and University of Wisconsin courses for academic credit and for general advancement.

HOW IT OPERATES

- Students are taught in the classroom.
- Correspondence study courses are prepared and instruction is given to students by correspondence.
- A lecture series is offered by members of the resident Department of English.

WHO STAFFS IT

- 12 full-time and 6 part-time instructors in Extension Center program

- 4 full-time and 2 part-time and 3 fee-instructors in Correspondence Study program
- 19 fee-instructors of USAFI courses
- 3 instructors of special classes
- Members of resident Department of English who participate in a lecture series
- 1 part-time civil service secretary

DEPARTMENT OF FRENCH AND ITALIAN

WHAT IT IS

- An instructional program in French and Italian language and literature with integrated research activity.

WHAT IT DOES

- Corrects over 6,000 correspondence study lessons in French and Italian language and literature annually.
- Instructs students in 6 Freshman and Sophomore classes in 7 Centers.
- Instructs students in special classes.
- Carries on an intensive program of educational research. The chairman has made some progress in developing a teaching technique which makes the study of French more palatable and intellectually beneficial to the students of the atomic age. His new college text, French Masters – A Cultural Reader for Beginners, was published this spring by Harper & Brothers.

WHOM IT SERVES

- Correspondence study registrants in French and Italian language and literature for college and high school credit.
- Students at the Extension Centers.
- Students in Special Classes:
  Graduate students enrolled in French for Reading Knowledge, taught by the chairman, to enable them to meet the Ph.D. reading requirement in French.
  French for Travelers enrollees.
  French for Children (conversational) enrollees.
  Conversational French enrollees.

HOW IT OPERATES

- Correspondence lessons are corrected, commented upon, graded, and returned to students.
- Students at the Centers are taught essentially as on the Madison campus by lectures, discussions, quizzes.
- Special classes are conducted.
- Research carried on by the department chairman, is done by reading, writing, experimenting, evaluating.

WHO STAFFS IT

- 1 faculty chairman (also L & S)
- 2 full-time instructors (Centers)
- 2 part-time instructors
- 1 teaching assistant
- 2 fee-instructors
- 1 part-time civil service secretary

DEPARTMENT OF GEOGRAPHY

WHAT IT IS

- An instructional program in Geography, University of Wisconsin Extension Division.

WHAT IT DOES

- In Correspondence Study
  Corrects lessons in Extension Division courses, both high school and college level; also United States Armed Forces Institute courses. Revises high school and college level U.W. courses periodically, as well as USAFI courses.

- In Extension Center Classes
  During the first semester students are taught in a continuing year laboratory course in elementary physical geography in eight Extension Centers. The same classes are continued during the second semester.

- In Credit Classes
  First semester – offers a 3 credit college level evening course in Madison.
  Second semester – offers a 2 or 3 credit college level evening course in West Bend.

- In Informal Instruction
  Provides field trips to areas of geographic interest and importance.
  Conducts special non-credit programs.

- Miscellaneous
  Cooperates in the production of educational films on the geography of Wisconsin.
  Participates in television broadcasts over WHA-TV.

WHOM IT SERVES

- High school, college, and adult students enrolled in Extension Division U. W. and USAFI (correspondence study) courses.
- Students in Extension Center courses – principally freshmen with a few sophomores–enrolled in a regular University course.
- Persons taking evening credit courses–mainly in-service teachers desiring credit for advancement, along with other adults interested for cultural reasons.
- Registrants in informal instructional offerings – adults from a variety of vocations with the common interest of cultural growth.
- Elementary school students and teachers through the geography films.
- General public through special programs.

HOW IT OPERATES

- By Correspondence Study
  Lessons are read, corrected and graded. Final grades in Extension Division courses are determined by lesson averages together with a final examination mark. Final grades in USAFI courses are not given by this department.

- By Extension Center Classes

  Classes meet each semester in two 50-minute lecture periods, two 50-minute quiz periods, and two 110-minute laboratory periods weekly. Field trips are given each semester including at least one all-day Saturday field trip.

- By Credit Classes

  The Madison class has 16 weekly 150-minute evening meetings on the University campus plus a 2-hour final examination.

  The West Bend class has 16 weekly 100-minute sessions in the West Bend high school plus a 2-hour final examination. Three-credit students write a term paper.

- By Informal Instruction

  The field trip group travels by bus equipped with a sound system; at stops, local persons, in addition to the instructor, talk to the group.

  Persons enrolled in special non-credit programs are served in a variety of ways through the Department.

- Miscellaneous

  Geography films produced in cooperation with the Bureau of Audio-Visual Instruction are duplicated for sale and rental to schools.

  The television program is produced in cooperation with the Extension Division's Editorial and Communications Services and with WHA-TV.

WHO STAFFS IT

- 7 full-time faculty members
- 10 teaching assistants
- Staff members of U. W. Geography Department
- 1 full-time civil service secretary .

DEPARTMENT OF GERMAN
(and German Service Bureau)

WHAT IT IS

- An academic department, combining teaching of German language and literature, public service, and research.

WHAT IT DOES

- In Teaching
  - Conducts correspondence courses for college credit, high school credit, noncredit, USAFI.
  - Conducts classes at 4 Extension Centers.
  - Conducts special courses for graduate students on the Madison campus.
  - Conducts special classes on the campus for elementary school children.
- In Public Service
  - Administers the work of the German Service Bureau.
  - Conducts special courses and classes.
- In Research
  - Uses tape recordings in conjunction with correspondence study for more effective teaching and learning of foreign languages.
  - Uses television in conjunction with correspondence study for the teaching and learning of German.
  - Studies the German language as spoken in Wisconsin.
  - Studies Dutch dialects.

WHOM IT SERVES

- Through Teaching
  - Students enrolled in correspondence courses for college and high school credit, noncredit students, and students enrolled in USAFI courses.
  - Students enrolled in credit classes at 4 Extension Centers.
  - Graduate students on the Madison campus enrolled in 4 classes.
  - Elementary school children enrolled in 4 classes.
- Through Public Service
  - Teachers of German in the high schools and colleges of the state and the nation through the German Service Bureau.
- Through Research
  - It is hardly possible to say that research of the type carried on in the Department of German is aimed at any specific clientele.

HOW IT OPERATES

- In Correspondence Study the following are offered:
  - Courses for college credit
  - Courses for high school credit
  - Noncredit courses
  - USAFI courses

- At the Extension Centers in Marinette, Green Bay, Racine, and Kenosha courses in German are offered.
- 24-hour courses are given for graduate students to help them prepare for the required Ph.D. reading examination in German.
- 20-hour courses that meet on the campus are offered Saturday mornings for elementary school children; these courses are on 3 different levels -- beginning, intermediate, advanced.

WHO STAFFS IT

- 4 faculty members
- 4 fee-instructors
- 3 specialists
- 1 part-time civil service secretary

DEPARTMENT OF HISTORY

WHAT IT IS

- An academic Department of History, University Extension Division.

WHAT IT DOES

- In Correspondence Study
  Corrects lessons for USAFI in 9 college level and 4 high school level courses, and assignments for UED in 21 college level and 4 high school level courses.
  Prepares study guides and solutions manuals for USAFI and revises UED courses.

- In Extension Centers
  During both semesters students are enrolled in a freshman course in 8 Centers and students are enrolled in a sophomore course in 7 Centers.

WHOM IT SERVES

- Through Correspondence Study
  High school and college students are accepted for regular Extension courses. Assignments are corrected for students who are enrolled in regular Extension courses. Students also enroll through USAFI.

- Through Extension Centers
  The students enrolled in Extension Center courses are for the most part freshman and sophomore students who are carrying regular University courses.

HOW IT OPERATES

- Correspondence study lessons are read, corrected, and given an appropriate grade. Papers which are unacceptable are returned to the student for further work and corrections. In USAFI courses the final grade in the course is determined by a final examination. In regular Extension courses both the lessons which are submitted by the student and a final examination are used in determining the grade, although the examination is relied upon most.

- In the Extension Centers the classes are taught in 50-minute periods combining quiz, discussion, and lecture methods. The same procedure is used as in other branches of the University.

WHO STAFFS IT

- 6 faculty members
- 14 teaching assistants
- 1 civil service personnel

DEPARTMENT OF JOURNALISM

WHAT IT IS

- The Extension Department of Journalism seeks to serve as the operational agency for making available to students, professional people, and the lay public in Wisconsin and throughout the nation those resources and skills of the University encompassing the disciplines of journalism and public relations.

WHAT IT DOES

- Offers 5 correspondence courses in journalism.
- Conducts journalism institutes.
- Presents public relations and publicity workshops.
- Offers special classes in journalistic subjects.
- Counsels the editors and advisers of student publications in University Extension Centers.
- Extends varied professional services to professional and lay groups.
- Publishes public service bulletins.
- Provides in-service training for graduate students in journalism.

WHOM IT SERVES

- Credit correspondence students.
- Noncredit correspondence students.
- Members of the Armed Forces through the USAFI program.
- Extension Center student editors.
- Extension Centers.
- Weekly newspaper editors.
- Weekly newspapers.
- Daily newspaper publishers, editors, and editorial writers.
- Daily newspaper circulation personnel.
- Daily newspaper advertising personnel.
- Daily newspapers.
- Radio-TV news editors.
- Elementary and secondary school teachers.
- Wisconsin public schools and vocational schools.
- Industrial editors and technical writers.
- Local and State government administrators.

- Lay groups.
- Consultee organizations.

HOW IT OPERATES

- By correspondence study (2,500 lessons).
- By special classes (50 sessions).
- By institutes (150 registrants from 80 newspapers and agencies annually).
- By judging of publications (3 contests annually).
- By lectures and conferences (40 annually).
- By consulting services.
- By publications (distribution, 500 annually).
- By membership on public service committees (5).
- In cooperation with University schools and departments, and professional associations.

WHO STAFFS IT

- 3 half-time faculty members
- Cooperating agencies
- 1 civil service secretary

EXTENSION SERVICES IN LAW

WHAT IT IS

- Extension Services in Law is the department of the University having the responsibility of presenting an extension program on legal subjects–for lawyers and for nonlawyers–by way of institutes, special classes, and correspondence study.

WHAT IT DOES

- In Institutes

  House Counsel: The Annual House Counsel Institute is held in cooperation with the House Counsel Section of the Wisconsin Bar Association. Nearly 200 lawyers attend.

  Wisconsin's New Subdivision Law: A program for Wisconsin lawyers explaining and studying Wisconsin's New Subdivision Law was offered last September. Over 100 registrants from 50 Wisconsin communities participated. Similar programs on new developments in the law are presented annually.

  Tax School: This department cooperates in the planning and presentation of a Tax School in December. Approximately 350 lawyers attend. The State Bar of Wisconsin is the sponsoring agency.

  Evidence Problems in Automobile Accident Trials, Practical Problems of Probate, Racial Integration in the Schools. These three sessions were part of the annual Spring Program of the Law School. Over 100 lawyers attended. Similar sessions are prepared and presented by this department annually as a part of this program.

  Seminar Series for Wisconsin Lawyers: These seminars provide discussion and office reference material for practicing lawyers. They attract nearly 500 registrants.

- In Special Classes

  10 separate series of special classes are conducted.

  Estate Planning for Lawyers: This series of 6 two-hour classes is presented regularly in Wisconsin communities.

  Estate Planning for Nonlawyers: This series of 3 two-hour classes is presented in several Wisconsin communities. Over 100 registrants attend.

  Farm Law (credit): A 3-credit Farm Law course for nonlawyers is given annually in Wisconsin communities as demand justifies.

  Farm Law (noncredit): A series of 6 two-hour classes for nonlawyers is presented frequently in Wisconsin communities.

  Trial Technique: A Trial Technique Practice Clinic is presented in June of each year.

WHOM IT SERVES

- The House Counsel Institute registers interested lawyers from outside Wisconsin. With this exception, the program of Extension Services in Law works with Wisconsin lawyers and nonlawyers.

HOW IT OPERATES

- Most of the activities of this department are carried on through institute and special class programs. In addition, a course in Farm Law is offered through correspondence study, articles are written for legal publications, planning assistance is given to county Bar associations for programs they present for nonlawyers, and cooperation is given to other departments planning programs relating to law.

WHO STAFFS IT

- 2 faculty members (coordinator and assistant)
- 1 civil service secretary
- Attached specialists: For the Trial Technique Practice Clinic, a prominent lawyer is employed as instructor. Participants on other programs are practicing lawyers, house counsel, state or federal attorneys, or members of the U.W. Law School faculty. Attorneys from outside Wisconsin assist, but most participants are Wisconsin lawyers.

DEPARTMENT OF LIBRARY SCIENCE

WHAT IT IS

- An academic Department of Library Science, University Extension Division.

WHAT IT DOES

- In Correspondence Study

  Papers are corrected in 5 regular Extension courses ranging from a course for Teacher Librarians to a specialized course in government documents.

- In Special Classes

  Six sections of a directed study course for public librarians are taught in 5 cities: Superior (2 sections), Green Bay, Milwaukee, Waukesha, and Madison.

WHOM IT SERVES

- Through Correspondence Study

  New enrollees are accepted for regular extension courses, a majority of whom are teachers who register for Library Science for Teacher Librarians. A majority of these upon completion of the course, qualify for the state certificate for Teacher Librarians issued by the State Department of Public Instruction.

- Through Special Classes

  Interested persons are enrolled in DS 300 – Introduction to Library Science, a course which is designed for those working in (or expecting to work in) public libraries, for public library trustees, and for others interested in this work. Satisfactory completion of this course leads to certification by the Free Library Commission in Grades 2, 3, or 4 depending on experience and educational background.

HOW IT OPERATES

- By Correspondence Study

  Correspondence study lessons are read, errors are checked, additional explanations and suggestions are entered on the papers, and grades are given. Papers which are unacceptable are returned to the student for further work and corrections.

- By Special Classes

  These directed study classes meeting once a month, through the school year, are taught in 4-hour class periods. A combination of lecture, discussion, and recitation methods is used in the class sessions. In addition, certain assignments are prepared between sessions and mailed to the instructors.

WHO STAFFS IT

- 1 faculty member (librarian)
- 1 library staff assistant
- 5 local professional librarians

DEPARTMENT OF MATHEMATICS

WHAT IT IS

- An academic department of instruction in Mathematics, University of Wisconsin Extension Division.

WHAT IT DOES

- In Correspondence Study

  The department corrects over 100,000 lessons for the United States Armed Forces Institute in courses ranging from review of arithmetic to calculus, and corrects over 14,000 lessons in regular Extension Division courses ranging from high school algebra to courses in the upper undergraduate college level.

  New study guides and solutions manuals are written for USAFI and new courses are written for the regular Extension program. In addition, college courses and high school courses are revised.

- In Extension Centers

  During the first semester students are taught in 5 freshman courses in 8 Extension Centers and students are taught in 2 sophomore courses in 2 Extension Centers. Also, 1 special noncredit evening course is taught in Racine.

  During the second semester students are taught in freshman courses, in sophomore courses, and in special noncredit courses at the Centers.

WHOM IT SERVES

- Through Correspondence Study

  Enrollments of high school students and college students are accepted for regular Extension courses. Assignments are corrected for students who are enrolled in regular Extension courses. A number of students are enrolled through USAFI.

- Through Extension Centers

  The students enrolled in Extension Center courses are for the most part freshman and sophomore students who are carrying regular University courses.

HOW IT OPERATES

- Correspondence study lessons are read, corrected, and given an appropriate grade. Papers which are unacceptable are returned to the student for further work and corrections. In USAFI courses the final grade in the course is determined by a final examination. In regular Extension courses, both the lessons submitted by the student and a final examination are used in determining the grade.
- In the Extension Centers, classes are taught in 50-minute periods combining quiz, discussion, and lecture methods. The same procedure is used as in other branches of the University.

WHO STAFFS IT

- 12 full-time faculty members
- 3 part-time instructors
- 81 teaching assistants

- Contracted mathematicians, not members of the department (course writers)
- 2 civil service personnel

DEPARTMENT OF MUSIC

WHAT IT IS

- An academic Department of Music specializing in public service programming for adults and youth of the state.

WHAT IT DOES

- Provides a broad and extensive program to aid the esthetic and cultural growth of the state; developing, expanding, and enriching the cultural activities in local schools, rural and urban communities, and regional areas.
- Coordinates all off-campus music activities conducted by the University into a related and unified program for the cultural development and welfare of the state.
- Provides a program of services which create a greater appreciation and interest in music so that music continues to play an integral part in the lives of individuals and does not end in formal education but is an active force in adult life.

WHOM IT SERVES

- Music educators, church, community, civic, and educational leaders.
- Elementary, high school, and college students.
- Rural segments of the population in Wisconsin.
- Extension Center students.

HOW IT OPERATES

- Organizes and conducts music clinics, workshops, institutes, conferences, festivals, and contests.
- Teaches in formally organized classes in the University curricula.
- Coordinates programs with agencies like the Wisconsin School Music Association and the State Department of Public Instruction.
- Organizes county, district, and regional music organizations.
- Supervises Extension Center music program.
- Supervises Extension correspondence study offerings in music.
- Offers lectures, adjudication, publications.

WHO STAFFS IT

- 3 full-time faculty members
- 1 part-time instructor
- 9 instructors in Extension Centers
- 2 Correspondence Study fee-instructors
- 1 graduate assistant

- 7 part-time student assistants
- 1 civil service secretary

DEPARTMENT OF NURSING

WHAT IT IS

- Department of Nursing, University of Wisconsin Extension Division.

WHAT IT DOES

- In Credit Classes
  During the first and second semesters classes in nursing are taught in selected Wisconsin communities, with 150 students participating.

- In Special Classes and Institutes
  Nurses are enrolled in noncredit workshops and institutes in Madison and elsewhere, and refresher courses are conducted in selected Wisconsin communities. Six hundred nurses participate in noncredit activities.

WHOM IT SERVES

- Through Credit Classes
  Classes in Ward Management and Teaching are attended by registered nurses who are taking courses to meet state requirements for head nurse or instructional positions and/or working for a degree in nursing.

- Through Special Classes and Institutes
  Workshops are held for nursing instructors in schools of professional nursing and in practical nurse schools. A lecture series is offered for active and inactive nurses, and an institute for nurses in hospitals and nurses employed in industrial plants. Refresher courses are conducted for inactive registered professional nurses.

HOW IT OPERATES

- Credit classes are taught by lecture and discussion methods. Special projects and a final examination are used to determine the grade the student receives.
- Workshops, institutes and refresher courses are conducted in a variety of ways suitable to the content, including lectures, discussion, group work, and films.

WHO STAFFS IT

- 2 full-time faculty members
- Faculty members, U.W. School of Nursing
- Guest lecturers from other schools
- Other U.W. faculty, special lecturers
- 1 part-time civil service secretary

SERVICES IN PHARMACY

WHAT IT IS

- Since 1950, the School of Pharmacy and the University Extension Division through Extension Services in Pharmacy have undertaken the task of providing Wisconsin pharmacists with up-to-date pharmaceutical knowledge and techniques on an "In-Service Training Program" basis, thereby improving the pharmaceutical service available to Wisconsin citizens.
- The Pharmacy program serves to help Wisconsin pharmacists develop a philosophy regarding the pharmacist's role in protecting and improving public health, to familiarize other health professions and the general public with professional services available from pharmacists, and to promote the study of professional and economic aspects of Wisconsin pharmacy.

WHAT IT DOES

- In Institutes

  Three Institutes, each with separate and distinct program content, are presented annually on the Madison campus. One of these institutes, presented over a 3-day period, is devoted to the scientific and professional aspect of pharmacy. Another institute is designed specifically for the hospital pharmacist, and a third is devoted exclusively to retail pharmacy management problems.

- In the Lecture Series

  On a lecture-per-month basis spread over a 4-to 6-month period, lectures are presented in various areas of the state. This series makes it possible for pharmacists who are unable to attend each on-campus institute to acquire knowledge of recent developments and advances in pharmacy at a time and place convenient for them.

- In Seminars

  The seminar, another off-campus activity, is a 1-day meeting in which a single theme or segment of knowledge, such as a class of drugs, is investigated. A variety of seminars is offered by Extension Services in Pharmacy.

- In Monthly Reports and Proceedings

  Extension Services in Pharmacy has recently initiated a monthly bulletin, each issue of which deals with a specific subject and is designed to give the pharmacist a complete portfolio of information on that particular subject. In addition, copies of the proceedings of the lecture series are sent to involved pharmacists; these documents also contain further information on the subjects of the lectures.

- In Interprofessional Activities

  Extension Services in Pharmacy presents professional programs for joint meetings of pharmacy-dental groups. Lectures on topics of a pharmaceutical nature also are presented to medical and nursing groups on request. Consultation services on new drugs and pharmaceutical problems are furnished to state and county hospitals through a relationship between the School of Pharmacy and the State Division of Mental Hygiene.

- In Drug Consultation

  The School of Pharmacy supplies pharmaceutical service to the Wisconsin Diagnostic Center. This service includes consulting on all drug problems with the Division of Mental Hygiene and the Wisconsin County Hospital System.

- In Response to Inquiries

  Numerous inquiries from representatives of pharmacy and the related health professions as well as the general public are handled by the School of Pharmacy.

  Requests for professional or technical information may be related to drug incompatibility problems, sources of supply of unusual drugs or chemicals, translations of foreign prescriptions along with the generic or trademarked name of an identical domestic drug product, or to the growing of medicinal plants.

  Inquiries are received also from the general public for information concerning the efficacy of some of the so-called "health products" distributed by door-to-door salesmen who frequently make exaggerated or even spurious claims concerning these products. The staff of the School of Pharmacy makes every effort to supply the requested technical or professional information.

WHOM IT SERVES

- Practicing Wisconsin pharmacists.
- Allied professional workers in health fields.
- The general public of the state.

WHO STAFFS IT

- 2 full-time faculty members
- The resident School of Pharmacy staff
- Staff members from other University departments, other universities, governmental agencies, and the pharmaceutical industry

DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS

WHAT IT IS

- An academic department in charge of all Physical Education, Athletics and intramurals (also available for information on recreation).

WHAT IT DOES

- Conducts inter-Center athletic programs in 8 Extension Centers.
- Conducts intramural programs in 8 Extension Centers.
- Conducts correspondence study courses in such subjects as Nature, Function and Organization of Play and Playgrounds, School Health and Hygiene, Organization and Administration of Physical Education, Age Characteristics in Motor Skills, and Measurement in Physical Education.
- Conducts special Credit Classes in First Aid and Elementary School Physical Education Curriculum.
- Consults in physical education, athletics, and recreational activities.

WHOM IT SERVES

- Extension Center students.
- Teachers in the state—through Credit Classes.
- Correspondence study students.
- Communities.

HOW IT OPERATES

- By personnel hired for each Center.
- By U. W. staff members.
- By correspondence study.

WHO STAFFS IT

- 1 full-time faculty member
- 8 instructors, one at each of the 8 Centers
- 7 resident staff members (for Correspondence Study and Special Classes)
- 1 part-time civil service secretary

DEPARTMENT OF POLITICAL SCIENCE
(and Bureau of Government)

WHAT IT IS

- An academic Department of Political Science and Bureau of Government, University of Wisconsin Extension Division.

WHAT IT DOFS

- In Correspondence Study

  Teaches over 3,000 lessons in the political science correspondence study program including the alien's citizenship courses, and high school and college level courses. In USAFI courses over 4,000 lessons are taught–making a total of nearly 8,000 lessons.

  New courses, such as Introduction to Immigration Law and Visa Operations, for the Foreign Service Institute of the United States Department of State are written. Experimental television course in American National Government has been prepared and is in use by USAFI overseas and by Wisconsin television stations. Study Guides, such as that for the USAFI high school American National Government course, are revised, as are the solutions manuals.

- In Extension Centers

  First and second semester students are enrolled in 8 centers in the freshman- sophomore courses–American National Government and Introduction to International Relations.

- In Work with Public Officials and Organizations

  Institute and class programs are conducted on topics ranging from juveniie law enforcement and delinquency control to human relations in municipal administration. Length of programs varies from 4 days to 2 weeks.

- In Work with Citizens and Lay Groups

  Emphasis centers on world affairs programs ranging in duration from several hours to 4 days. These institute and class programs are offered in 14 Wisconsin communities, and serve an estimated audience (including radio and television) of well over 1,000 persons. Badger Girls State, Homemakers, and other programs serve persons coming from over 300 Wisconsin communities, on topics relating to Wisconsin state and local government.

- In Research and Publications

  Some research is undertaken at the direct request of governmental agencies, both state and local, and of groups and associations of public officials. Other studies are undertaken to fill important gaps in our knowledge of the governmental process in this state.

  Some recent projects include studies of town government in the Milwaukee area, government organization on the Menominee Indian Reservation, and the effects of urban expansion on Wisconsin county government. Several reports have been prepared for the Madison Metropolitan Development Committee and aid has been furnished the Milwaukee Metropolitan Study Committee. Many Bureau studies are carried out on contract or agreement with governmental jurisdictions. In its own studies the Bureau has typically centered its attention on long-term Wisconsin problems: expenditure patterns of government over past decades, election trends and problems, and governmental organization at all levels.

WHOM IT SERVES

- Through Correspondence Study
  College students, high school students, aliens, and State Department personnel enrolled in regular Extension courses. Figures are not available on the number of students who are enrolled through USAFI.

- Through Extension Centers
  The students enrolled in Extension Center courses--regular University freshman and sophomore students.

- Through Training Programs
  Nearly 200 public officials benefit from this service.

- Through Communications Media
  Classes, radio and television programs, and speeches by staff members reach an estimated lay audience of well over 2,000 persons in the state.

- Through Research and Publications for:
  The Menominee Indian Study Committee of the Legislative Council
  The Joint Legislative Council Committee on State Government Operations
  The Wisconsin County Boards Association and League of Wisconsin Municipalities
  The Wisconsin State Office of Civil Defense
  The Mayor's Metropolitan Development Committee of Madison
  The Town of Menominee
  Public officials throughout Wisconsin
  Political party workers and officials

HOW IT OPERATES

- Departmental staff members administer the correspondence study program, writing and revising courses, supervising instructors, and conducting research on various phases of the entire program. Four instructors teach the freshman-sophomore program in the Centers.
- Staff members arrange and conduct programs for public officials and citizens, frequently having to undertake research projects in order to prepare for the classes and institutes.
- 4 senior staff members are responsible for research projects, supervising 3 part-time research assistants.

WHO STAFFS IT

- 11 full-time faculty members
- 1 part-time instructor
- 13 temporary and part-time correspondence study instructors
- 2 civil service clerical personnel

DEPARTMENT OF PSYCHOLOGY
(and Bureau of Industrial Psychology)

WHAT IT IS

- An academic Department of Psychology combined with a Bureau for research and development in Industrial Psychology and for rendering of public service in certain areas of applied psychology.

WHAT IT DOES

- Offers credit and noncredit instruction in psychology.
- Carries on a program of research, development, and service in industrial and applied psychology.
- Develops job analysis techniques (applications of critical incident technique).
- Develops methods for determining industrial attitudes and morale.
- Engages in research on tests and test batteries for selection of personnel.
- Contributes to graduate training in the field of industrial psychology.
- Carries on test administration and interpretation.

WHOM IT SERVES

- Center students, interested adults, USAFI enrollees, high school students.
- Wisconsin industry, other individuals and groups. Cooperates with other Extension and University departments.
- Certain public agencies (e.g., National League for Nursing, Wisconsin Cosmetology Division, State Department of Public Welfare).

HOW IT OPERATES

- By credit (12) and noncredit (10) classes, correspondence study courses (10), institutes (1).
- By consultation and cooperative research projects with Wisconsin industrial concerns (6).
- By other research projects (4).
- By presentation of institutes.
- By contributions to institutes and programs of other Extension agencies (5).
- By test administration and interpretation for certain public agencies (5).
- By professional publication of research reports, distribution of research bulletins, company reports, presentation of papers at professional meetings (10).
- By direction of research problems of psychology graduate students.

WHO STAFFS IT

- 2 faculty members (1 full-, 1 part-time)
- 5 Center staff members (2 full-, 3 part-time)

- 10 part-time correspondence study instructors
- 10 part-time special class instructors
- 2 civil service personnel (1 full-, 1 part-time)

DEPARTMENT OF SPANISH AND PORTUGUESE
(and Spanish Service Bureau)

WHAT IT IS

- An academic Department of Spanish and Portuguese language and literature, University of Wisconsin Extension Division.

WHAT IT DOES

- In Correspondence Study

  Assignments are corrected for the United States Armed Forces Institute in 2 courses covering the equivalent of 1 year of college Spanish.
  Papers are corrected in regular Extension courses ranging from beginning high school Spanish through third-year college Spanish and including 1 year of college Portuguese.
  A program of course revision is carried on.

- In Extension Centers

  Credit classes in beginning Spanish are taught in 3 Extension Centers. One credit class in second-year Spanish is taught at Racine.

- In Special Classes

  Three sections of a noncredit class in Spanish for Reading Knowledge are taught in Madison.
  Three sections (2 in Madison and 1 in Racine) of a noncredit class in Spanish for Travelers are taught. Sections of beginning Spanish and sections of continuing Spanish for elementary school children are taught in Madison.

- In Other Activities

  Inquiries and requests are received and packages of materials are mailed by the Spanish Service Bureau. New items for distribution or loan by the Bureau are prepared during the year.
  A large quantity of correspondence and other materials is translated.

WHOM IT SERVES

- Through Correspondence Study

  Students, principally in Wisconsin high schools, enrolled in courses of high school Spanish.
  Registrants in Spanish courses for college credit.
  Students enrolled in the USAFI program.

- Through Extension Centers

  Students in 3 Extension Centers enrolled in Spanish during the first and second semesters. (All students are working for college credit in the Extension Center program.)

- Through Special Classes

  University graduate students enrolled in classes of Spanish for Reading Knowledge.
  Adults in Madison and Racine enrolled in noncredit classes of Spanish for Travelers.
  Third-grade children in Madison enrolled in Saturday classes of beginning Spanish.
  Fifth- and sixth-grade children enrolled in continuing classes of Spanish.

- Through Other Activities

  Teachers in Wisconsin high schools who receive materials for their classes in Spanish from the Spanish Service Bureau.

Translations of various materials prepared for University departments and for Wisconsin citizens.

HOW IT OPERATES

- By Correspondence Study

  Recitation papers submitted by students are read, errors are checked, additional explanations and suggestions are entered on the papers, and grades are given.

- By Extension Centers

  Spanish courses are taught in 50-minute class periods using a combination of discussion and recitation methods.

- By Special Classes

  Classes in Spanish for Reading Knowledge are taught by the discussion-recitation method in 50-minute classes for a total of 20 meetings for each course.

  Spanish for Travelers, also using the discussion-recitation method, is taught at night once a week for a 2-hour session; 10 meetings are held in each course.

  Spanish classes for elementary school children are taught in 50-minute periods on Saturday mornings for a total of 18 meetings for each class.

- By Other Activities

  Materials prepared for distribution or loan to Spanish teachers in Wisconsin high schools are maintained in files in 211 Extension Building and are mailed upon request.

WHO STAFFS IT

- 2 part-time faculty members
- 3 full-time instructors
- 1 part-time teaching assistant
- 5 fee-instructors
- 1 graduate assistant
- 3 undergraduate assistants
- 1 part-time civil service secretary

DEPARTMENT OF SPEECH

WHAT IT IS

- The Department of Speech in the Extension Division is a subject-matter department. Figuratively, it is an extended arm of the University Speech Department in Madison. Its activities stretch beyond the confines of the Madison campus, thereby expanding the services of the University to the people in the field of speech training.

WHAT IT DOES

- Gives instruction in public speaking to University students in Extension Centers.
- Provides training in speech correction for classroom teachers.
- Offers instruction in public speaking to groups of adults.
- Teaches speech and speech instruction methods to individuals.
- Conducts research in the area of public address.

WHOM IT SERVES

- University students enrolled in the Freshman-Sophomore Program.
- School teachers in and outside of the state.
- Adults enrolled in short courses and institutes, as individuals or as members of occupational groups.
- Civilian adults and military personnel registered for correspondence study courses.

HOW IT OPERATES

- Offers 2 University-credit speech courses in 7 Freshman-Sophomore Extension Centers.
- Conducts a University credit course in speech correction through the Credit Classes Program.
- Offers 3 noncredit courses in speech and participates in special institutes.
- Teaches 4 courses in speech through the Correspondence Study Program, including 1 USAFI course.
- Collaborates with the Resident Department of Speech in research projects.

WHO STAFFS IT

- 3 full-time faculty members
- 1 part-time teaching assistant
- 1 fee-instructor
- 1 part-time civil service employee

BUREAU OF AUDIO-VISUAL INSTRUCTION

WHAT IT IS

- A source of educational motion pictures for school, industrial, and community use in Wisconsin.
- A means of providing audio-visual materials, equipment, and services to University of Wisconsin faculty.
- A production center for 16-mm. films which make a unique contribution to Wisconsin education. In addition BAVI personnel are concerned directly with teacher-training activities, both on- and off-campus, and provide personnel for all types of audio-visual speaking and consulting situations.
- A dynamic organization, dedicated to the following proposals:
  To continue, or increase if possible, the effectiveness and efficiency of BAVI film services to Wisconsin schools and other film users.
  To continue production of such needed films as the Wisconsin geography series and to make their availability known to Wisconsin schools.
  To assist in every way possible with the Physics Film Research Project.
  To encourage effective use of audio-visual materials by University of Wisconsin faculty members.
  To provide off-campus, in-service training of teachers in both formal and informal situations.

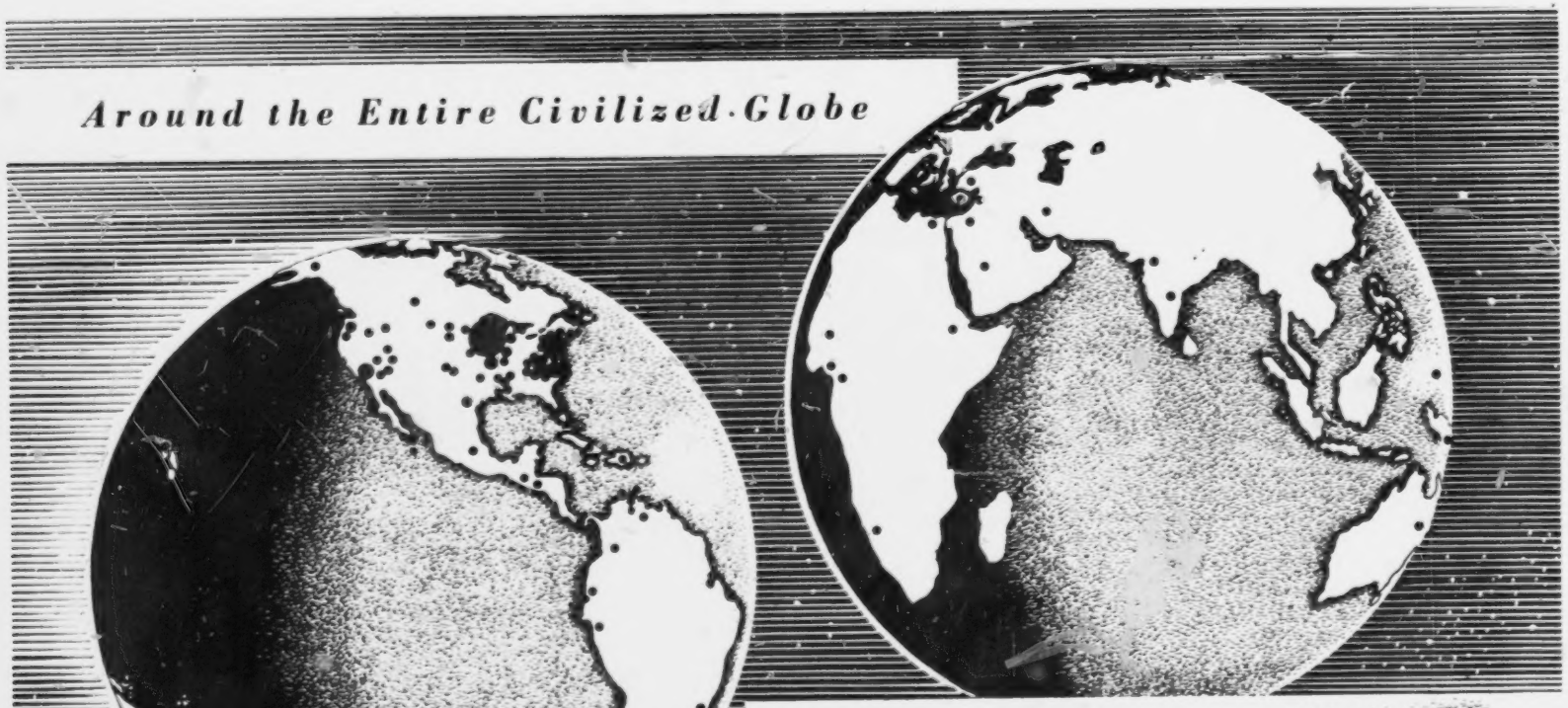
WHAT IT DOES

- Gives assistance throughout the state in improving communication of ideas through the circulation of 16-mm. sound motion picture films, slides, filmstrips, and other types of audio-visual materials. (Total circulation–120,914 reels of film.)
- Helps create better learning situations in regular University course work. (Many of the total reels distributed are used by University faculty and students.)
- Produces 16-mm. motion picture films on educational subjects. These films are for use in Wisconsin schools.
- Trains Wisconsin teachers in techniques of audio-visual instruction.
- Assists Wisconsin schools and community groups in the organization of local audio-visual instructional programs.
- Distributes the BAVI film bulletin to over 25,000 Wisconsin teachers.

WHOM IT SERVES

- Groups and individuals in all 71 Wisconsin counties and 44 other states, including:
  Elementary schools – 1,194
  Junior and Senior High Schools – 499
  Colleges and Universities – 397
  Adult Groups – 564
  Religious Groups – 254
  Governmental Agencies – 440
  Private and Parochial Schools – 159
  Business, Industrial, and Labor Groups – 365
  Miscellaneous – 1,071
  Total – 4,943

Around the Entire Civilized Globe



TRANSCENDING THE BARRIERS OF SPACE, University of Wisconsin Correspondence Study carries continuing education wherever the mail goes. From a forest ranger atop a mountain peak in Alaska, to a soldier guarding the ramparts of freedom in Korea, to the daughter of a missionary in New Zealand, correspondence students are tutored by members of the Wisconsin faculty, in a wider range of courses than that offered by any other correspondence study institution.

Legend

- *50 or less*
- *50 to 100*
- *100 to 200*
- *200 to 400*

The University of Wisconsin Extension Division

- More than 90% of the departments of the University of Wisconsin.

HOW IT OPERATES

- By the functioning of the University Film Library which includes film libraries for the Wisconsin State Vocational Board, Civil Defense Authority, U. S. Navy, Safety Division–Motor Vehicle Department, Wisconsin Film Library Association, Wisconsin County Agents, and on-campus professional groups. (About 20,000 reels and 12,000 prints.)

WHO STAFFS IT

- 7 faculty members
- 24 civil service personnel
- 20 part-time student projectionists

BUREAU OF COMMUNITY DEVELOPMENT

WHAT IT IS

- The Bureau of Community Development was established in 1946 in recognition of the fact that Wisconsin communities face an increasing number of problems. The purpose of the Bureau is to assist Wisconsin communities in their efforts to understand their economic and social development problems and resources, and to assist them in finding ways and means for improving the community (or area) as a place to live, work, and play.

WHAT IT DOES

- The Bureau functions in the following general areas: (1) community organization and administration; (2) industrial development and economic improvement; (3) regional or area development; (4) local and regional research (getting facts essential to sound planning and for programs of action); (5) counseling and training local leaders on technical and organizational matters; and (6) preparation of guides, manuals, and programs for use in community organization and development.
- Services are provided by community visits, conferences with community leaders in Bureau offices, correspondence and telephone, and addresses to Chambers of Commerce, civic organizations (including fraternal), local government, etc.
- Economic base studies and industrial surveys are conducted.
- Retail trade area surveys are conducted in cooperation with the Bureau of Business Research and Service of the School of Commerce.
- Vacation industry (tourist-resort) surveys are conducted in cooperation with county boards and resort area organizations.
- Special programs for various agencies are set up.
- Participation is effected in important in-state and out-of-state industrial and community development conferences.
- Services are provided in cooperation with state and University specialists on particular problems and with technical information services from the federal government.

WHOM IT SERVES

- Wisconsin communities and areas: any voluntary organization or group or official agency of local government.
- State agencies and organizations: public or private.
- University departments (specialists) desiring assistance in their community contacts.
- Other universities and agencies in other states.

WHO STAFFS IT

- 4 faculty members
- 2 civil service personnel
- Other people on campus and in state agencies participating in Bureau projects

BUREAU OF INFORMATION AND PROGRAM SERVICES

WHAT IT IS

- The Bureau of Information and Program Services is basically a loan-basis, package library of reference materials on a wide variety of subjects. Its special collections include the Louise Fulcher Memorial Library of Sacred Organ and Choral Music, traveling art exhibits, and a comprehensive play library. The Bureau also provides a number of advisory and instructional services in programming and leadership training to informal adult groups, local and state organizations, and individuals. This office is the administrative center for the Wisconsin High School Forensic Association.

WHAT IT DOES

- Attempts to stimulate widespread and intelligent discussion of public affairs.
- Circulates magazines, pamphlets, and other materials where local library resources are limited or lacking.
- Encourages purposeful study of timely subjects by individuals and study groups through various program planning services.
- Aids program chairmen of many different kinds of clubs throughout the state.
- Conducts leadership training courses for local discussion and club leaders.
- Maintains a play library of approximately 15,000 titles.
- Operates a central state pool of bound magazines.
- Administers the Louise Fulcher Memorial Library of choral and organ music.
- Serves as the United Nations Information Center for Wisconsin.
- Guides organized forensics in Wisconsin high schools.
- Administers the cooperative purchase plan of the NUEA Committee on Discussion and Debate Materials.

WHOM IT SERVES

- Students in the University, in high schools and elementary schools, county teachers colleges, and state colleges.
- Church groups, women's clubs, rural organizations, drama groups, PTA's, and music clubs.
- Public libraries.
- Individuals.
- High schools participating in the Wisconsin High School Forensic Association.

HOW IT OPERATES

- Distributes loan package libraries.
- Conducts Leadership Training Courses of 5 meetings each.
- Edits and distributes **Program Notes**, a newsletter for program planners.

- Serves a wide variety of organizations by appearing on their programs and through consultation and conference planning.
- Sponsors institutes for the American Red Cross, the Wisconsin Federation of Women's Clubs, the Wisconsin Congress of Parents and Teachers, and the Wisconsin High School Forensic Association.
- Administers the contest program of the Wisconsin High School Forensic Association.

WHO STAFFS IT

- 1 faculty member
- 9 civil service personnel

BUREAU OF LECTURES AND CONCERTS

WHAT IT DOES

- Furnishes assembly programs to schools throughout Wisconsin, the upper peninsula of Michigan, northern Illinois, and Dubuque, Iowa.
- Furnishes programs to various clubs, and civic and church organizations.
- Furnishes University lecturers to various clubs, civic groups, and church groups throughout the state.
- Arranges concerts for University artists for schools and clubs of the state.
- Schedules faculty addresses for groups throughout the state.
- Schedules commencement speakers for high school graduation exercises.

WHOM IT SERVES

- Elementary and rural schools, high schools, vocational schools, state institutions, state colleges, county normal schools, parochial schools, and private colleges throughout Wisconsin, the upper peninsula of Michigan, northern Illinois, and Dubuque, Iowa (about 2,500 locations in all).
- Business and church organizations, civic clubs, men's and women's clubs, PTA's and teacher organizations, and other groups.

HOW IT OPERATES

- By school assembly program: touring companies are arranged for a year in advance. These are first sold throughout the territory and later scheduled for a total of about 2,500 appearances. Appropriate publicity materials are prepared.
- By University faculty lectures: after individual requests have been received from groups throughout the state, arrangements are made for University personnel to fulfill speaking engagements.
- By Pro Arte and other campus organizations: these are booked in advance and then dispatched to the various localities for concerts.

WHO STAFFS IT

- 2 faculty members
- 2 civil service personnel (1 full-time, 1 part-time)

PHOTOGRAPHIC LABORATORY
(and Department of Photography)

WHAT IT DOES

- Produces still photographs, transparencies, and motion pictures for use in research, public relations, and classroom activities.
- Gives instruction in photography.
- Provides consulting service in still photography, materials, equipment, and motion picture production.

WHOM IT SERVES

- University departments, state agencies, and school systems.
- Outside organizations collaborating with University departments in research projects.
- Adult groups and USAFI students.
- University undergraduates, graduate students, faculty, and procurement officers.

HOW IT OPERATES

- Technical service: 20,000 negatives – 100,000 prints – 12,000 slides.
- Motion picture service: 12 subjects, 45,000 ft. of film.
- News service: 1,500 negatives – 4,500 prints.
- Special classes and correspondence courses:
  16 one hundred-minute classes
  USAFI assignments
- Consulting service: latest information on photo materials, equipment, and methods.

WHO STAFFS IT

- 3 faculty members
- 3 fee-instructors, 4 student assistants
- 9 civil service personnel

SCHOOL. FOR WORKERS

WHAT IT IS

- Wisconsin was the pioneer state in worker's education in America, and the School for Workers marked its 25th anniversary in 1949. The functions of the School for Workers are: (1) the implementation of organized labor in its aspirations toward the substitution of industrial government for industrial warfare; and (2) the encouragement of organized labor as the good citizen in every aspect of economic and social life.

WHAT IT DOES

- Conducts an adult labor education program throughout Wisconsin.
- Assists union members in carrying out their parts in the conduct of orderly industrial relations.
- Presents special information for workers' groups.
- Provides a medium for exchange of information and ideas among workers.
- Collects periodicals and other materials on problems affecting labor.
- Conducts citizenship training programs for workers.

WHOM IT SERVES

- Trade union groups.
- Visiting union officials and workers from other countries.

HOW IT OPERATES

- Provides workers' classes in Wisconsin through local vocational schools.
- Holds 1- and 2-day institutes on workers' and citizenship problems.
- Holds summer institutes.
- Provides speakers requested by civic organizations and union groups.
- Publishes newsletter on worker education (circulation 9,000).
- Helps plan and organize visits by foreign workers.

WHO STAFFS IT

- 5 faculty members
- 1 part-time research assistant
- 2 civil service personnel

WISCONSIN IDEA THEATRE

WHAT IT IS

- The University of Wisconsin has been a stimulating force in the arts on a state-wide basis for more than 40 years. The Idea Theatre today is the agency for the coordination of creative efforts in theater and writing. Its educational or service aims are: (1) general education in Wisconsin communities for a deeper appreciation of the arts and a more satisfying use of leisure time; (2) education for improvement of technical skills in theater arts and creative writing; (3) stimulation of the arts as cooperative enterprises in communities and the state; (4) education of adults toward a concern for youth in regard to cultural outlook; (5) development of programs devoted to leadership training in the arts; and (6) research to determine best techniques of stimulation and education in the arts as they apply to community life.

WHAT IT DOES

- Organizes and teaches over 35 special classes throughout the state.
- Publishes informative and educational bulletins and manuals in the theater arts.
- Conducts public relations programs in the cultural arts.
- Encourages and guides organizations throughout Wisconsin devoted to living theater.
- Advises community leaders on problems of community entertainment.
- Conducts broad program of creative writing throughout the state.
- Cooperates with other state agencies in their educational and information programs.
- Produces dramatic shows.
- Helps to stimulate and channel state-wide interest in religious drama. Produces city-wide pageants.
- Acts as coordinator and disseminator of materials and information to stimulate observance of International Theatre Month (sponsored nationally by AETA and UNESCO).

WHOM IT SERVES

- Wisconsin churches and other religious groups.
- Community leaders and club officers.
- Schools and community groups.
- State department heads and allied workers.
- Wisconsin residents interested in art, music, theater, and creative writing.

HOW IT OPERATES

- Developes community theater groups through departments of recreation, Grange, Farm Bureau, 4-H Clubs, churches, YMCA, YWCA, Service Clubs, State Fair Little Theater, and special classes.
- Conducts and organizes classes, institutes, and conferences.
- Lends and locates stage equipment for use of state groups.
- Publishes Play Lists, manuals, and instruction aids.

- Produces radio and TV programs.
- Sponsors the Wisconsin Regional Writers Association (formerly Rural WA).
- Writes and produces dramatic presentations in association with state agencies, private organizations, and citizens' committees.
- Assists in conducting cultural arts festivals in various parts of the state.
- Conducts a continuous program of research in the cultural arts of the state.

WHO STAFFS IT

- 3 faculty members
- 1 student assistant
- 1 civil service employee

AUXILIARY SERVICES

WHAT IT IS

- Operational units attached to administration, serving the Division program in special ways.

WHAT IT DOES

- Carries on duplicating services, operation of bookstore, mail services, and messenger and janitorial services.

WHOM IT SERVES

- All Division departments and bureaus.
- 39 University administrative units.

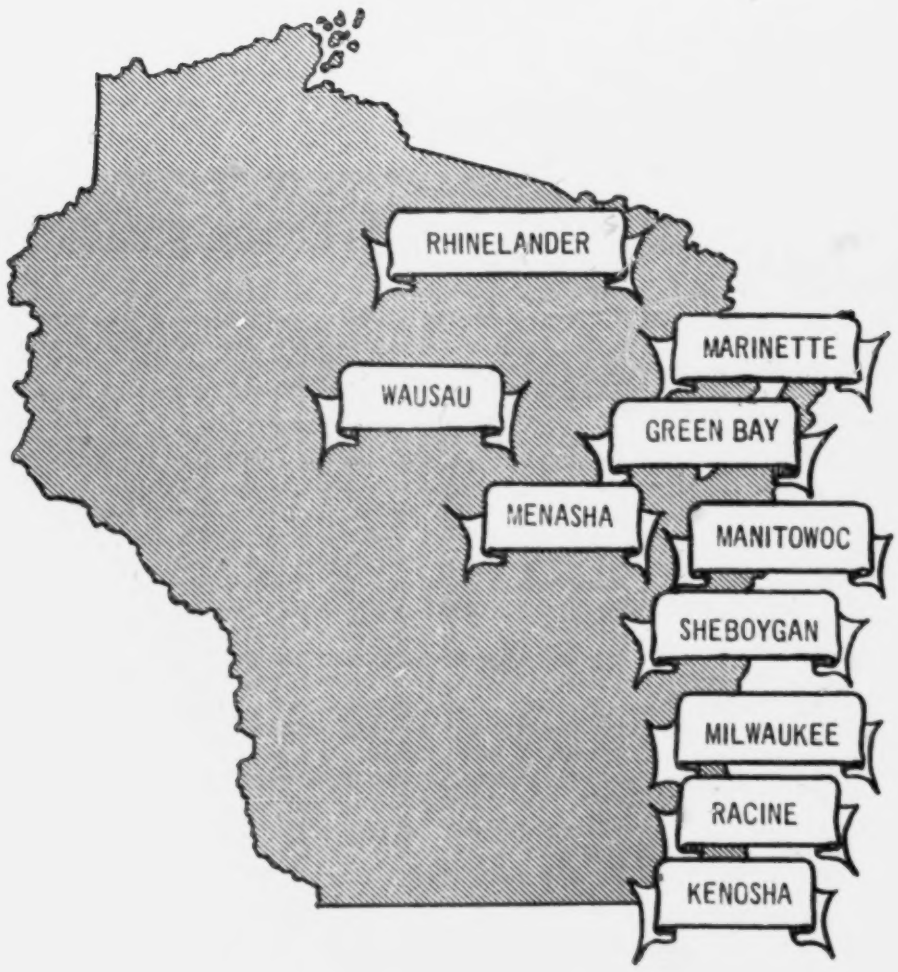
HOW IT OPERATES

- More than 13,000,000 impressions annually by the multigraph department, 16,000 textbooks and pamphlets distributed annually by the Bookstore.

WHO STAFFS IT

- 30 civil service personnel

EXTENSION CENTERS



BUSINESS OFFICE

WHAT IT IS

- The Business Office serves the Extension Division staff by assisting and processing requisitions, invoices, payrolls, and expense accounts necessary to carry out departmental responsibilities. Little change has been noticed as a result of the integration of the Milwaukee Extension Division into the University of Wisconsin–Milwaukee. Expansion and control of records for Summer Sessions have more than replaced the loss of work from the Milwaukee merger.

WHAT IT DOES

- Budgeting for the Division.
- Accounting for the Division.
- Personnel servicing.

WHOM IT SERVES

- All Division departments and bureaus.

HOW IT OPERATES

- Through processing of requisitions, invoices, expense accounts, and freight bills.
- Payrolling employees monthly.

WHO STAFFS IT

- 1 faculty member
- 8 civil service personnel

EDITORIAL AND COMMUNICATIONS SERVICES

WHAT IT IS

- An administrative department responsible for production of communications materials broadly related to the adult education activities of the Extension Division. The department consists of four sections: graphic arts, publications, public information, and radio and television. It has two primary objectives: (1) to utilize on a selective basis the various media of communication, both mass and direct, for adult education purposes; and (2) to inform Extension publics about Division activities and educational services. Its functions also include providing specialized services to other University departments and to state agencies, conducting research on effectiveness of communications materials produced, teaching classes in communications fields not covered by other Extension Division departments, and providing related training for graduate students in mass communications, journalism, public relations, and graphic arts.

WHAT IT DOES

- In Graphic Arts

  Provides art and design services for publications.
  Illustrates instructional materials.
  Designs exhibits, charts, and other visual aids.
  Develops animations and art work for motion picture films and television programs.

- In Publications

  Produces study guides and related educational materials for the Division's U. W. Correspondence Study course program.
  Produces course study guides and other educative, documentary components for the United States Armed Forces Institute.
  Produces instructional materials for the special class, credit class, and institute programs.
  Develops, produces, and distributes bulletins for the Division's pamphlet series.
  Provides annually over 300 informational pamphlets, folders, catalogs, bulletins, posters, flyers, and miscellaneous publications for Extension Division departments, Summer Sessions, other University schools and colleges, and agencies of state government.

- In Public Information

  Writes and places articles based on Extension activities in national magazines such as American Business, Foreman's Digest, Personnel Management, Factory, American Engineer, American City, and R.N.
  Releases annually over 600 stories, articles, and photo captions on Extension Division programs and activities.
  Cooperates with U. S. Information Agency on release abroad of articles concerning adult education in Wisconsin.
  Cooperates with University News Service on coverage and general release of Extension-related activities.

- In Radio and Television

  Produces a series of television programs.
  Produces a weekly radio series heard by audiences in Wisconsin, Upper Michigan, and Minnesota.
  Produces adult education features for use on radio and TV stations.
  Provides consulting service to Extension Centers and faculty on effective use of radio and TV.

WHOM IT SERVES

- All departments, bureaus, and administrative offices of the Extension Division.
- Other University agencies–schools, colleges, departments, services.
- State agencies.
- Graduate students training in the fields of mass communications, journalism, public relations, and graphic arts.

WHO STAFFS IT

- 6 full-time faculty members
- 7 project assistants (3 part-time)
- 5 research assistants (3 part-time)
- 5 student assistants
- 7 civil service personnel

FIELD SERVICES

WHAT IT IS

- The major difference between the general Extension programs of the University of Wisconsin and those of other institutions is the extent of penetration of the state outside of the home campus. Most other institutions with programs as large as Wisconsin's have their programs concentrated in the city or immediate area in which the institution is located. The difference is due undoubtedly to the well-established Wisconsin tradition of University service to the state, but also to the fact that, since its inception, the University Extension Division has had a faculty field staff resident, outside of Madison, in several areas of the state.

- As the Cooperative Extension Service and University Extension Division have demonstrated, the most effective way to help people with their educational problems is to reach them in the communities in which they reside. The faculty members of the Field Services accomplish this by working with librarians, vocational and adult school staffs, public school administrators, Cooperative Extension county staffs, and community leaders in professional and lay groups. They help these people to identify their educational needs and assist in planning appropriate University services to meet these needs. They administer all programs of the University Extension Division in their areas and assist in evaluating the effectiveness of these programs. The Field Services staff plays a large role in interpreting the University to the state and assists in achieving the over-all objectives of the University in public relations.

WHAT IT DOES

- Organizes and administers more than 300 special classes with 11,000 persons enrolled and the Madison High School Summer Session with about 30 classes and more than 400 students enrolled.

- Organizes and administers 14 of the more than 80 Institutes offered outside of Madison; these are in the fields of music, nursing, world affairs, and worker education.

- Organizes and administers in excess of 70 credit classes with nearly 2,000 persons enrolled.

- Helps students at the request of the Correspondence Study office to solve special problems; organizes and administers directed study correspondence courses in Library Science; works directly with high school administrators in the locally-directed Correspondence Study program; provides special counseling services to inmates of state institutions at Waupun, Green Bay, and Taycheedah; provides special services to business and industry for supervised Correspondence Study; and assists in making arrangements for the Physics Film Evaluation Project including test administration and other special problems.

- Works with school officials and program chairmen of civic groups, to arrange for 600 lecture and concert contracts and a total of 2,420 programs.

- Administers the 8 Freshman-Sophomore Centers with a total enrollment of nearly 1,500 students in the first semester, and 1,300 in the second semester.

- In the Milwaukee Area, the University Extension Division began to assume the responsibility for the development of an Extension program for the University of Wisconsin–Milwaukee as provided for in the integration of the 2 institutions. The University of Wisconsin–Milwaukee made available the part-time services of a faculty member to act as coordinator for the Extension Division in the Milwaukee Area. As a result, the Division was in a position to meet a number of requests for services in that area. 8 Special Classes, 5 Institutes, a number of Lectures, and 4 Credit Classes were offered. In

addition, a number of the faculty of the University of Wisconsin–Milwaukee met requests for services outside the immediate Milwaukee area.

- "Advisory Committees" on Adult Education have been developed in Racine, Burlington, and Lake Geneva with the encouragement of Extension Division–Racine Area field staff, and ground work has been laid at Southern Wisconsin Colony and Elkhorn. This development is very much in accord with the Division's objective of providing leadership to local persons and organizations in finding ways to improve their communities and meet their own personal and community problems.

WHOM IT SERVES

- The faculty of the University and the citizens of the communities of Wisconsin. The Field Services staff translates and interprets the needs and interests of the citizens and of the resources and services of the University. It is a vital catalyst in carrying out the Wisconsin Idea.

HOW IT OPERATES

- All members of the faculty of the field staff have special fields of competence of their own (mathematics, sociology, history, political science, English, adult education, educational administration). They are familiar with the many substantive areas of University service and function to bring together the special talents of University faculty and the needs of citizens in communities of Wisconsin. The on-campus Institute program and much of the Correspondence Study program perform their own field services and would remain as substantial programs, but most of the off-campus program of the University is made possible by this unique and necessary field program.

WHO STAFFS IT

- 17 faculty members comprise the staff of the Field Services. 12 of these are resident in communities outside of Madison. 8 of them also teach in the Freshman-Sophomore Center program, in Summer Sessions, or in the Credit Class program of the Extension Division.
- Many other faculty members of the Extension Division who perform field functions in their own areas of specialization.

EXTENSION DIVISION LIBRARY

WHAT IT IS

- The Library, a storehouse and circulating medium for course materials and a wide variety of related educational resources for the University Extension Division.

WHAT IT DOES

- Selects (from joint suggestions of faculty and the Librarian), orders, catalogues, and processes books and record albums for use in the Extension Centers. Books are made available by the Central library to the Centers for reserve and supplementary reading.
- Circulates books, records, slide kits, and periodicals to correspondence students, staff, faculty, credit and special classes, and to the Freshman-Sophomore Centers. In addition, the staff borrows books from various campus libraries to lend to our students and faculty.
- Obtains on interlibrary loan from other libraries outside of Madison – primarily from the Library of Congress – monographs, theses, and journals.
- A large number of reference and bibliographic inquiries are answered by telephone, mail, and over the desk.
- Articles on book services and aids are provided for the Correspondence Study office to be included in The Correspondent.
- In order to make the card catalog file more convenient for the users, the existing 3 alphabets are being combined into 1 union catalog, thus enabling the staff to determine not only what books are located in what Center, but also how much material on a specific subject is at a particular Center.
- As an aid to the staff in taking an inventory of the various Center collections and also as a selection guide in maintaining a balanced collection at these Centers, a shelf-list card file is being made for each Center.
- One of our departmental libraries, the Bureau of Government Library, has been moved from its quarters at the Stadium to South Hall. It has been reorganized, weeded out, and partially cataloged. A card file has been made of the subject headings used in the pamphlet collection.
- Personal conferences and correspondence with Freshman-Sophomore Center directors, Center faculty library committees, faculty library advisers, and student library assistants make possible continuous supervision and development of library services in each of the Center libraries.

WHOM IT SERVES

- Extension Division faculty, both in Madison and at the Centers, for their classes and for special research.
- Correspondence students who need supplementary reading and audio-visual materials.
- Special class and institute participants, as well as the Extension Division staff, who frequently consult our library resources and borrow from the collection.

WHO STAFFS IT

- 1 head librarian
- 2 librarians
- 1 student assistant
- 1 civil service secretary

UNIVERSITY EXTENSION DIVISION IN MILWAUKEE

WHAT IT IS

- The University Extension Division in Milwaukee has been established as part of a state-wide Extension program. It supplements the campus offerings at The University of Wisconsin–Milwaukee and does not compete with them. This is done in several ways:

  By joint employment of staff.

  By informal consideration of proposed programs with department heads and Deans.

  By proper routing of approval forms.

  By previous determination of areas of responsibility of the Extension Division and UW–M:

  All credit and regularly organized noncredit classes offered on a campus of UW–M are under the direction of UW–M.

  The University Extension program in Milwaukee, in general, encompasses all other adult programs.

WHAT IT DOES

- Provides or secures services for the Milwaukee area similar to those now available from the Madison campus for the balance of the state in the following fields:

  Business and Industry
  School for Workers
  Bureau of Government
  Television and Radio
  Concerts, Lectures, Music, Dramatics, Art, etc.
  Increased Correspondence Study
  In-service and Credit Classes: Business and Industry, School for Workers, and Education
  Conferences and Institutes in All Areas
  Extension Services in Law
  Extension Services in Engineering

- Carries on all services and programs provided in the Milwaukee area with the knowledge of the appropriate resident department where one exists at UW–M. Whenever possible, the appropriate resident department and the Coordinator of Extension participate in the planning and conducting of the services and programs.

- Utilizes staff both from the Madison campus and the Milwaukee campus. Eventually, most of the staff will be stationed in Milwaukee and employed jointly by the Extension Division and UW–M. The Coordinator of Extension in the Milwaukee area is responsible for the program in the Milwaukee area regardless of source of the staff.

- Assists community groups in conjunction with departments and staff at UW–M and in Madison, in planning and conducting programs of community interest. Attempts to stimulate other programs so the total available offerings represent a comprehensive community program.

- Plans and conducts institutes, conferences, television programs, in-service classes, credit classes, and lectures and concerts in the Milwaukee area.

WHO STAFFS IT

- 1 coordinator of Extension, Milwaukee Area
- 1 faculty professor of education (part-time)
- 1 staff member working with business and industry (part-time)
- 1 staff member of School for Workers
- 1 television production staff member (part-time)
- 1 administrative assistant
- Part-time secretarial and clerical assistance

BUILDING A BETTER WISCONSIN

The organization of the Wisconsin Extension Division in 1906 was the formal birth of the famous Wisconsin Idea of general educational public service throughout the state, and a great impetus to the growth of the general extension concept in America.

Today, no less than half a century later, the University of Wisconsin's broad program of public service is considered to be an outstanding example of extension in action.

We reaffirm the traditional belief of this institution in the high value and importance of broadly conceived and vigorously discharged educational extension programs that pay tribute to the pioneers of yesterday, face the opportunities of today, and look forward to the challenges of tomorrow.

—THE BOARD OF REGENTS OF
THE UNIVERSITY OF WISCONSIN